

Wethersfield Land Use Application Handbook



Wethersfield, Connecticut

Department of Planning and Economic Development

Town Hall:
505 Silas Deane Highway

Created Summer of 2012

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1. Purpose and Introduction

The Town of Wethersfield has created this guide in an effort to explain the permit processes associated with land use development. Various types of applications are required for different land use actions, including, but not limited to, subdivisions, zone changes, site plan approvals, special permits, wetlands permits, and amendments to the Zoning and Subdivision Regulations.

This guide is intended to provide the basic knowledge that is needed for applicants to complete a successful development project. Town staff members are readily available to assist applicants throughout every step of the process to ensure that a positive and mutually beneficial outcome is achieved.

The guidelines laid out in this handbook are not a substitution for the Wethersfield Zoning, Subdivision, Inland Wetland Regulations, or any other Town Ordinances. While this guide is intended to be comprehensive in nature, it does not replace the completeness of the aforementioned regulations. Therefore, this guide should be used in conjunction with all other town regulations and ordinances in order to be fully effective.

The processes described in this handbook are a compilation of State Laws, as well as Local Regulations established and approved by the Wethersfield Planning and Zoning Commission, the Zoning Board of Appeals, and the Inland Wetlands and Watercourses Commission. It is important to note that most of what is stated in this guide is required by law, and thus this handbook should be thoroughly examined to ensure that your project complies with all regulations.

Throughout this process, the Planning Department can act as the point of contact for any questions, as well as to set up any required or requested meetings. The Planning Department can be reached at (860) 721-2837 to set up meetings or answer questions, or if any additional information is needed.

The Wethersfield Town Hall is home to all of the departments that are necessary for applications to be completed. This includes the Health Department at the ground level, the Town Clerk and Town Manager on the first floor, and the Fire Marshal, Planning and Economic Development Department, Engineering Department, and Building Department on the second floor. The Town Hall is located at 505 Silas Deane Highway, which can be easily reached through the parking lot entrance on Church Street. The Police Department may also have involvement, which is located at 250 Silas Deane Highway.

Thank you for your interest in the Town of Wethersfield. With the use of this guide along with other pertinent town documents, you will be on your way to a successful development project.

2. Staff Overview and Directory

The following is a list of town employees that are key to the permit and development process. A brief description of their functions is below, followed by contact information. All offices are located in Town Hall at 505 Silas Deane Highway, unless otherwise noted.

Planning and Economic Development (Town Planner and Assistant Planner)

The Planning and Economic Development Department is responsible for promoting Wethersfield as an attractive location for new businesses, retaining and expanding our valued existing businesses, and increasing the tax base and employment opportunities in Wethersfield. This department works closely with the Wethersfield Chamber of Commerce and responds to development-related proposals and inquiries. The planning department maintains socio-economic and land use data and uses such information to promote economic development and undertakes planning for other needs in the community. The Planning and Economic Development Department provides technical assistance and administrative services to the Planning and Zoning Commission (PZC), the Economic Development and Improvement Commission (EDIC), the Design Review Advisory Committee (DRAC), the Tourism Commission and the Redevelopment Agency.

Director of Planning and Economic Development-Peter Gillespie

Phone: (860) 721-2838

Fax: (860) 721-2843

E-Mail: peter.gillespie@wethersfieldct.com

Assistant Planner-Denise Bradley

Phone: (860) 721-2837

Fax: (860) 721-2843

E-Mail: denise.bradley@wethersfieldct.com

Building Department:

The Chief Building and Zoning Official of the Building Department enforces all building codes, acts and regulations. He inspects all phases of construction, including electrical, mechanical and structural installations. He is also responsible for enforcing the Zoning Regulations. Additionally, the Building Inspector is the liaison to the Zoning Board of Appeals (ZBA) and consultant to other town departments and agencies.

Chief Building and Zoning Official-Brian O'Connor

Phone: (860) 721-2839

Fax: (860) 721-2843

E-Mail: brian.oconnor@wethersfieldct.com

Assistant Building and Zoning Official-Steve Lattarulo

Phone: (860) 721-2841

Fax: (860) 721-2843

E-Mail: steve.lattarulo@wethersfieldct.com

Historic District Coordinator:

The Historic District Coordinator is responsible for ensuring that any exterior work within public view on properties located in the Town's designated Historic District is done in accordance with the Historic District Commissions (HDC) regulations. If a property is located in the Historic District, it is necessary to acquire a Certificate of Appropriateness from the Commission prior to any construction.

Historic District Coordinator-Kristin Stearley

Phone: (860) 721-2836

Fax: (860) 721-2843

E-Mail: kristin.stearley@wethersfieldct.com

Engineering/Inland Wetlands and Watercourses:

The Town Engineer serves as an *ex-officio* member of the Planning and Zoning and Inland Wetland and Watercourses Commissions, and provides engineering and surveying expertise in all matters relating to municipal engineering and designs and implements capital improvement projects for the Town of Wethersfield. He is responsible for providing technical assistance to building committees; reviewing proposed development plans for various boards and commissions; and in general, assuring that the interests of residents are met in engineering and surveying matters. The Engineering Department also coordinates with the Inland Wetlands and Watercourses Commission (IWWC). The Engineering Department also oversees blight ordinances and property maintenance.

Town Engineer-Michael J. Turner

Phone: (860) 721-2853

Fax: (860) 721-2843

E-Mail: mike.turner@wethersfieldct.com

Operations Coordinator/IWWC Liaison-Donald S. Moisa

Phone: (860) 721-2850

Fax: (860) 721-2843

E-Mail: don.moisa@wethersfieldct.com

Fire Marshal:

The Fire Marshal inspects all commercial buildings for compliance with the Connecticut Fire Safety Code and Connecticut Fire Prevention Code. He collects and monitors information on hazardous materials, reviews all plans for new and renovated building projects, and inspects new one & two family homes for smoke detectors. The Fire Marshal implements fire prevention programs, enforces state life safety code and standards, and town codes and ordinances.

Fire Marshal-Anthony Dignoti

Phone: (860) 721-2806

Fax: (860) 721-2843

E-Mail: anthony.dignoti@wethersfieldct.com

Health Department (Central Connecticut Health District):

The Central Connecticut Health District is the local health department serving the towns of Wethersfield, Rocky Hill, Berlin, and Newington. The Central Connecticut Health District is committed to improving the quality of life in our communities through prevention of disease and injury, fostering of a healthy environment, and promotion of the health of our residents. In this way, the Director of Health and sanitarians are responsible for ensuring that all new developments are constructed and operated in a safe and healthy environment.

Director of Health-Paul Hutcheon

Phone: (860) 721-2822

Fax: (860) 721-2823

E-Mail: paul.hutcheon@wethersfieldct.com

Sanitarian-Tamara Liberatore

Phone: (860) 721-2817

Fax: (860) 721-2823

E-Mail: tammy.liberatore@wethersfieldct.com

Town Manager:

The Town Manager is responsible for controlling and directing all town agencies, coordinating the town's day to day operations and overseeing the numerous responsibilities and duties associated with the Manager's position as Chief Executive Officer. The Town Manager also serves as the Legal Traffic Authority.

Town Manager-Jeff Bridges

Phone: (860) 721-2801

Fax: (860) 721-2994

E-Mail: jeff.bridges@wethersfieldct.com

Chief of Police:

The Chief of Police is the head of the Wethersfield Police Department. The Wethersfield Police are committed to communicating with citizens and to join with them in a partnership to establish priorities that will enhance the quality of life for the entire community. The goal of the Wethersfield Police is to partner with the community to make Wethersfield a better place to live in, visit, raise a family, and conduct business. The Chief of Police is responsible for ensuring that new developments have adequate and safe roadway access that will ensure traffic does not become more dangerous in the area.

Chief of Police-James L. Cetran (office at 250 Silas Deane Highway, Police Headquarters)

Phone: (860) 721-2900

Fax: (860) 721-2995

E-Mail: james.cetran@wethersfieldct.com

Other Notable Contacts:

Town Assessor-Chandler Rose

Phone: (860) 721-2810

Fax: (860) 721-2813

E-Mail: chandler.rose@wethersfieldct.com

Tax Collector-Marlene Desjardins

Phone: (860) 721-2825

Fax: (860) 721-2858

E-Mail: marlene.desjardins@wethersfieldct.com

Town Clerk-Dolores Sassano

Phone: (860) 721-2880

E-Mail: doloros.sassano@wethersfieldct.com

Sidewalk Inspector/Street Excavation Permits-Lonnie Davis

Phone: (860) 721-2850

Fax: (860) 721-2843

E-Mail: Lonnie.davis@wethersfieldct.com

Tree Warden-Philip Smithwick (office at 100 Marsh Street)

Phone: (860) 721-2845

Fax: (860) 721-2847

E-Mail: physical.services@wethersfieldct.com

3. Utility Provider Contacts

Occasionally, developers will need to contact utility providers to ensure that all required connections can be established. Below is a listing of utility provider contacts for the Town of Wethersfield, as well as a brief description of the Metropolitan District Commission (MDC).

Department of Transportation District Office
Robert J. Baron-Manager of Survey Operations
 2800 Berlin Turnpike, Newington
 Phone: (860) 594-2509
 Fax: (860) 569-2678

Connecticut Light and Power/Northeast Utilities
Wayne D. Gagnon
 107 Selden Street, Berlin CT
 Phone: (860) 665-2473
 Fax: (860) 665-2002
 E-Mail: gagnowd@nu.com

CoxCom, Inc
Thomas Derway
 801 Parker Street, Manchester CT
 Phone: (860) 432-5040
 Fax: (860) 512-5115
 E-Mail: thomas.derway@cox.com

Connecticut Natural Gas
Vasant C. Patel
 76 Meadow Street, East Hartford CT
 Phone: (860) 727-3114
 E-Mail: vpatel@ctgcorp.com

Metropolitan District Commission:

The Metropolitan District Commission works to ensure that customers are provided with safe and pure drinking water, environmentally protective wastewater treatment and collection, and other services that benefit town members. The MDC works with developers to ensure that new developments are provided with adequate water and sewer access.

Metropolitan District Commission Customer Service
 60 Murphy Road, Hartford
 (Permits, Water/Sewer Connections, Construction Specifications)
 Phone: (860) 278-7850, extension 3600
 E-Mail: UtilityServices@themdc.com

4. Frequently Asked Questions

Below is a list of frequently asked questions in relation to land development. It is the intention of this guide to answer all questions, however if any questions still remain after reviewing this guide, town staff is available to answer questions.

- How long does the application process typically take?
 - The application process varies in time, depending on what is involved with a specific application. A typical application, only requiring approval from one commission, will ordinarily be decided on shortly after the hearing/meeting for the application (occasionally, applications are approved the night thereof). Often times, however, applications will need to go through various Commissions and Boards prior to being fully approved, which can add significant amounts of time to the approval process.
- Are there fees associated with application process?
 - Yes, in almost all cases. A table of fees for various applications is available in the appendix of this guide.
- Can an applicant withdraw an application?
 - Yes, an applicant may withdraw their application at any time.
- Where can I obtain site plans/surveys/subdivision information for my property?
 - Site plans and other property information for many locations are kept in the Planning Department, the Building Department, the Engineering Department, and the Town Clerk's Office of the Town Hall. While site plans are not available for all properties, it is always a good idea to check. If there is not a site plan/survey on file, the applicant will need to hire a surveyor to create one for the product property, if required.
- How do I find out what zone my property is in?
 - Zoning maps can be found on the Wethersfield web site (wethersfieldct.com/docs/zoning_map.pdf), as well as in the Planning and Economic Development Department Office of the Town Hall.
- How do I find out if my property is located in a flood zone?
 - The Engineering Department keeps Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps of the Town that show flood zones. Visit the Engineering Department on the second floor of the Town Hall to determine if your property is in a flood zone. These are also available on the Town website and in the Town Clerk's Office.
- Is there a record of past actions that have occurred on my property?
 - Various past permits and applications can be found in the land use and building files located in the Building Department, Engineering Department and the Planning Department of the Town Hall.
- Can I run a business in my home?
 - Yes, residents can operate home businesses in AA, A-1, A, B, and C residential zones. For specific information on home occupancies, see the [Application Guidance for Home Occupancies/Home Offices](#) in the appendix of this guide.
- How do I find out where my property line is?
 - Surveys for many properties are available in the Building Department at the Town Hall, which will display property lines. If no survey is available and property lines need to be determined, the applicant will need to hire a surveyor.
- Does the Town recommend any surveyors/engineers?
 - No. However, the Engineering Departments keeps a listing of various surveyors and engineers from the area.

- Can I apply for permits on the Internet?
 - Yes, building permits can be applied for online. Simply go to <https://www.viewmypermitct.org/>, select Wethersfield from the list of towns, and follow the online instructions from there. This website also allows inspections to be scheduled online. A PayPal account is required.
- Do I need a permit to work in the Town Right of Way (street apron, sidewalk, etc.)?
 - Yes, working in the Right of Way requires a General Excavation Permit, obtainable from the Engineering Department located in the Town Hall. A contractor is required to work in the Right of Way. In addition, working in the Right of Way requires a contractor to be licensed, insured, and bonded.
- Do I need a permit/Commission approval for installing a fence?
 - Provided that a fence does not exceed four feet (4') in height, does not obstruct visibility by more than 50% when viewed at right angles, and does not have any components greater than six inches (6") in width or diameter (except for those required for support), no permit is required. If a fence does not match these requirements, a zoning permit may be obtained if the design is approved by the Zoning Enforcement Officer (ZEO) and the Town Engineer. Any fence in the Historic District requires a Certificate of Appropriateness prior to installation.
- Do I need a permit/Commission approval to install a pool?
 - Yes, a zoning permit issued by the Zoning Enforcement Officer is required to install a pool. Please refer to the handout on Accessory Buildings and Structures in the appendix of this guide for detailed information and requirements.
- Do I need a permit/Commission approval for a shed?
 - Yes, depending on the size and location of the proposed shed, either a zoning permit approved by the Zoning Enforcement Officer (ZEO) or a special permit approved by the Planning and Zoning Commission is required. Please refer to the handout on Accessory Buildings and Structures in the appendix of this guide for detailed information and requirements.
- Can I park a commercial vehicle on my property?
 - Yes, in certain situations. Please refer to the Commercial Vehicles/Storage of Vehicles handout in the appendix of this guide for further information.
- Can I keep chickens, goats, sheep, and other livestock on my property?
 - Yes, within certain regulations. Please refer to the Pets and Livestock handout in the appendix of this guide for further information.
- Can I have an "in-law" or accessory apartment on my property?
 - Yes, but approval from the Zoning Enforcement Officer or by special permit from the Planning and Zoning Commission is required. Please refer to the Accessory Apartments handout in the appendix of this guide for further information.

5. Roles and Responsibilities

In order for the application process to go smoothly, both the applicant and the town have responsibilities that need to be upheld. The following is a general list of responsibilities for both the applicant and the Town.

Applicant Responsibilities

- Applicants should submit applications that are complete in all aspects, including any associated fees, on time for respective meeting dates. Applications that are not complete or are only partially finished can delay the approval process.
- Applicants should be willing to work with town staff to coordinate projects and ensure that all details are acceptable.
- Applicants should avoid revisions to plans following the initial filing but prior to any staff reviews, as this can complicate the process.
- Applicants should submit revised plans and written responses to staff comments in an efficient and expedient manner.
- Applicants should provide a contact person that all communications can go through. This will make it easier for staff to communicate effectively with the applicant.
- Applicants must be current on taxes in order to

Town Staff Responsibilities

- Town staff should communicate with the applicant to set up any staff-applicant pre-application review meetings, if desired, and then coordinate those meetings.
- Town staff will work with the applicant to ensure that applications are complete and reasonable.
- Town staff will post all legal notices in the newspaper, if required, in the appropriate time frames for requested meeting dates.
- Town staff will post all legal notices of decision in the newspaper, once an application requiring a public hearing is decided on.

6. Before You Submit an Application

Prior to officially submitting an application for approval, it is recommended that the applicant should consider the following:

- It is important for the applicant to determine what zoning district the proposed project is located in, as each zone has unique requirements that must be fulfilled. In addition, it is necessary to determine if the property is located in the Historic District, as that will require further regulations to be met, and if the property is located within a flood zone or contains wetlands, as these will also create further requirements. If a property is located in the Historic District or contains wetlands, permits must first be approved from the Historic District Commission, or the Inland Wetlands and Watercourses Commission, respectively. If an applicant needs help in determining any of these factors, the Planning Department can help.
- The applicant is encouraged to schedule a pre-application review meeting with relevant staff members, as well as any commissions that will eventually vote on the application. This process is described in further detail in the following section on page 12 of this guide.
- In addition to the meeting, the applicant may want to consult with various departments separately in order to get the greatest amount of feedback.
- It is often helpful for an applicant to inform any affected neighbors of the plans prior to submitting an application.
- Individuals are encouraged to contact the Planning Department with any questions throughout the application process.

These steps may seem simple, but are intended to prevent any significant delays once the application has been submitted and it is too late to make any changes (without filing another application and paying the fees for a second time). The meetings with staff are intended to provide the applicant with useful feedback that will allow the applicant to revise plans as necessary. Informing of neighbors is useful so that their first notice of any action is not the public hearing sign or a legal notice. If neighbors concerns are addressed, they may appear at the hearing in favor of the application, or at the very least not oppose it.

7. Pre-Application Review Process

Prior to the official submission of an application, the applicant or the project engineer should meet with the Town Planner/Economic Development Manager and any other staff members as necessary. It is highly recommended that an applicant meet with the pertinent staff and commissions to discuss the proposed application and its merits. This meeting is intended for the applicant to receive feedback on the application, and to resolve any issues prior to official submission. A meeting can often be arranged that would involve the applicant and any staff who must review the application or have comments on it, including but not limited to the Town Planner/Assistant Planner, the Fire Marshal, the Town Engineer, the Building and Zoning Official, the Central Connecticut Health District, and the Historic District Coordinator, and the Police Department and the Wetlands and Watercourse Coordinator. Different applications will require different staff members to be present, so it is important to schedule the meeting as soon as possible. The applicant is more than welcome, and is encouraged to bring any person(s), who could speak for the application, including architects, engineers, and/or attorneys to the meeting.

An applicant may wish to prepare a conceptual site layout, especially on larger developments, so that staff members will have the opportunity to review the layout at an early stage and make recommendations before the applicants engineer gets too far with the plan. Once revisions to the plan are made (if needed), it is recommended that another meeting be scheduled with the same staff members to ensure that all criteria have been met.

To schedule a meeting, applicants should contact the Planning and Economic Development Department, as well as any other necessary departments. The staff will determine times when all concerned are available for meetings, which the applicant can then choose from.

In addition to meeting with staff, applicants requiring either Planning and Zoning Commission or Design Review Commission Approval may choose to meet with either Commission prior to the hearing date. To request a pre-application review with the Commission, the pre-application review form should be submitted to the Planning Department at least 14 days prior to the meeting. The applicant should also submit a preliminary plan at a scale no greater than 1" equals 100' that generally shows proposed lots, easements, roads, open space, drainage, contours at ten foot intervals, soil types, wetlands, ledges, utilities, location maps, and other pertinent information. No fee is required for this meeting, and it is highly recommended that applicants take advantage of this opportunity to acquire useful feedback from the Commission.

The applicant is encouraged to contact the Wethersfield Planning and Economic Development Department with any questions throughout the pre-application process.

8. Boards and Commissions, Meeting Times, and Application Deadline Requirements

Below is a list of the relevant boards and commissions in relation to land use development. A brief description is given, followed by the staff liaison to the board. All staff liaison contact information can be found in the staff directory on page 4 of this guide.

If it is determined that an application requires approval from one of the following Commissions, the applicant is required to attend a meeting of the board to present the application. Included in the descriptions below are the typical scheduled meeting times for the various boards. Any meeting date is subject to change, so the staff liaison should be contacted prior to a meeting to ensure accuracy.

In addition, the Commissions and Boards have different deadlines for application submissions. The due dates for each Commission, relative to the meeting date, are presented below.

Planning and Zoning Commission (PZC)

The Planning and Zoning Commission consists of nine members, and three alternates. The Commission reviews all land use applications, and can choose to deny them, approve them, or approve them with stipulations. The Commission has the following authority: to adopt and amend the subdivision regulations; to regulate the subdivision and re-subdivision of land; to adopt and amend the zoning regulations; to adopt and amend the zoning map; to review applications for site plans and special permits; to review and approve the Town's Plan of Conservation and Development; and to review and advise on all municipal improvement projects. The staff liaison is the Town Planner, Peter Gillespie.

The Planning and Zoning Commission meets on the first and third Tuesday of every month at 7:00 PM in the Town Council Chambers of the Town Hall, at 505 Silas Deane Highway.

Applications for the Planning and Zoning Commission are due at least three weeks prior to the requested meeting date.

Design Review Advisory Committee (DRAC)

The Design Review Advisory Committee is intended to advise the Planning and Zoning Commission and the Town Council. The advice provided is intended to encourage higher quality building and site design and result in development that is compatible with the character of the community. The following proposals are required to be referred to the committee for review: New construction of a multifamily residential structure of four (4) or more units; a special residential development (SRD); new construction of a non-residential structure; any significant exterior building change or other site improvement which requires site plan or design review; and any new signs or changes to existing signs. The staff liaison is the Assistant Planner, Denise Bradley.

The Design Review Advisory Committee meets on the first and third Wednesday of every month at 6:30 PM in the Lower Level Conference Room 1 of the Town Hall, at 505 Silas Deane Highway.

Application submission for the Design Review Advisory Committee is due at least ten days prior to the requested meeting date.

Inland Wetlands and Watercourses Commission (IWWC)

The Inland Wetlands and Watercourses Commission is charged with ensuring that all construction occurring within a regulated area (wetlands, watercourse, or 100 year floodplain zone) does not cause any detrimental impacts to the water source. In order for any construction to occur in such a zone, an applicant must first get approval for the construction from the IWWC. The IWWC also certifies adequacy of Erosion and Sediment Control Plan where disturbances exceed one half acre. The staff liaison is the Wetlands Agent, Don Moisa.

The IWWC meets on the third Wednesday of every month at 7:30 PM in various locations. For specific information regarding dates and times, contact the IWWC staff liaison.

Applications for the IWWC are due at least five (5) business days prior to the requested meeting date.

Zoning Board of Appeals (ZBA)

If a proposed project or development does not comply with the Zoning Regulations, approval must be gained from the Zoning Board of Appeals. In order for an application to be approved by the Zoning Board of Appeals, a hardship explaining why the project cannot meet the regulations and demonstrates why the project should be approved must be provided. The staff liaison is the Building Official, Brian O'Connor.

The ZBA meets generally on the last Monday of each month, at 7:00 PM in the Town Council Chambers of the Town Hall, at 505 Silas Deane Highway.

Applications for the ZBA are due at least three weeks prior to the requested meeting date.

Historic District Commission (HDC)

The Historic District Commission works to promote the educational, cultural, economic and general welfare of the town through the preservation and protection of historic buildings and places of interest within the District. It also seeks to preserve and protect Old Wethersfield's various distinct architectural styles.

The commission's most important function is to review applications for new construction, building additions, modifications and demolitions and to issue a "Certificate of Appropriateness" (COA) for such work. The staff liaison is the Historic District Commission Coordinator, Kristin Stearley.

The HDC meets on the second and fourth Tuesday of every month (except December) at 7:30 PM in the Town Manager's Conference Room on the first floor of the Town Hall at 505 Silas Deane Highway.

Applications for the HDC are due at least 18 days prior to the requested meeting date.

Economic Development and Improvement Commission (EDIC)

The Wethersfield Economic Development and Improvement Commission was created to encourage and promote economic development in Wethersfield, and thus works closely with the Planning and Zoning Commission. Approval is not required from the EDIC, but it does serve an advisory role to the PZC when reviewing applications. The staff liaison is the Town Planner and Economic Development Manager, Peter Gillespie.

The EDIC typically meets on the second Thursday of each month in the Town Manager's Conference Room on the first floor of the Town Hall at 12 noon.

Wethersfield Chamber of Commerce

The Wethersfield Chamber of Commerce serves a similar purpose to the EDIC, with intentions to create a strong economy throughout the Town. The Chamber does not vote on applications, but can voice their support in favor of applications to the Commissions. Ellyn Laramie is the contact, and can be reached at (860) 721-6200.

The Chamber meets the first Thursday of every month at 8:30 AM, at the Keeney Memorial Center, 200 Main Street.

9. General Requirements for Applications

The following is a list of items that are generally required to be submitted with various applications. Each application type may have slightly different requirements, so it is important to read the application carefully to find out what is necessary. Note that some of the items below are supplementary, and while they are not required to be submitted, they can be very useful to the Commissions when making decisions.

- One (1) completed application form must be submitted.
- Copies of all supporting documents must be submitted with the application (the number of copies will be different for each application type).
- The fee for the application (the fee table is located in the appendix of this guide) must be submitted with the application.
- A written narrative describing the specifics of the project is encouraged.
- A site/plot plan is typically required.
- Architectural elevation drawings may be required if exterior changes to buildings are proposed.
- Plans may require the seal of a licensed professional engineer, land surveyor, architect or landscape architect.
- Floor plans may be required.
- Photographs of the site/building are helpful, but not mandatory.
- Legible 11"x17" drawings may be submitted.
- Outside expertise including but not limited to traffic studies and environmental studies may be required.
- Plans larger than 11"x17" shall be folded.

Bear in mind that this is a general list, and further supportive materials may be required or helpful throughout the application process.

The Town encourages the electronic submission of all documents, plans, and supplemental information.

10. Public Notice Requirements

Certain actions must also be completed, including the posting of legal notices and agendas, when applying for a permit that requires a public hearing in order to inform the public of the impending decision. This includes notifying neighbors and posting a public hearing sign on the property. In some cases, notification to abutting towns is also required. Please note that this section is not applicable to the Historic District Commission, as they, and not the applicant, sends out notification.

Applicant Responsibilities:

Neighbor Notification:

When applying for a permit that requires a public hearing, state statute requires that the applicant notify the neighbors in a specific radius of the property (the radius and neighbors within that radius will be determined by Town Hall staff, and a list of the neighbors will be provided to the applicant). The purpose of notification is to inform the general public and neighbors about the nature of the proposed project. The form for neighbor notification is supplied in the appendix of this guide. The following is a list of requirements that must be followed in order for an application to be considered:

- The Town will provide you with a form that you must complete and mail to the neighbors that surround the property subject to your application. The applicant should coordinate the completion of the neighbor notification form with the Planning Department, Building Department, or Engineering Department staff, for PZC, ZBA, and IWWC applications respectively.
- After the application has been filed, the Town will provide a list of neighboring property owners that must be notified.
- The applicant shall mail, by certificate of mail, a notice of the application to all owners of land within three hundred (300) feet of the tract of land that is subject of the application. The applicant must mail the neighbor notices no less than ten (10) days prior to the hearing date at his/her cost.
- The applicant shall include a return address on all mailings.
- The applicant shall submit to the Clerk of the Commission at the Planning Department/ZBA/IWWC at least five (5) days prior to the date of the hearing evidence of the required mailing in the form of U.S. Postal Service Certificate of Mailing. (Please note: Certificate of Mailing is not the same as Certified Mail. Certified Mail is costlier than Certificate of Mailing, and is *not* required).

Public Hearing Notice Sign:

In addition to the mailing of neighbor notification forms, a public hearing sign must be posted on the property of the proposed application. The following is a list of requirements for the sign:

- The applicant is required to submit a \$50 deposit for the sign (checks to be made payable to the “Town of Wethersfield”). The deposit will be returned to the applicant once the sign is returned to the Town Hall.

- The applicant shall post the sign on the property subject to the application no less than ten (10) days before the public hearing. The sign shall be posted in the front yard not more than five (5) feet from any street line and clearly visible to the general public. (A public hearing notice sign that is structurally attached to an existing building or fence shall be exempt from the setback provisions).
- The applicant shall maintain the notice sign in place and in good condition throughout the application review period which shall extend through and until the final decision on the application is issued, when the sign shall be promptly removed and returned to the Town by the applicant. Once the sign is returned in undamaged condition, the \$50 deposit shall be returned to the applicant. Signs shall be returned within 30 days of the PZC decision or the \$50 deposit will be cashed.

Town Responsibilities:

Adjacent Town Notification

There are four situations when neighboring municipalities must also be notified of pending applications. These situations are as follows:

- If any portion of the property that would be affected is within 500 feet of the boundary of the adjoining municipality;
- If a significant portion of the traffic from the completed project will use the adjoining municipality's streets to enter or exit the site;
- If a significant portion of the sewer or water drainage from the project will flow through and significantly affect the adjoining municipality's sewage or drainage system; or
- If water runoff from the improved site will affect streets or property within the adjoining municipality.

The Town of Wethersfield is responsible for the notification of neighboring towns in these instances. However, these notifications will result in the decision taking a longer period of time to be handed down to the applicant. IWWC applicants must notify the adjoining towns Chairman of the IWWC.

Legal Notice in Newspapers

If an application requires a public hearing, it is legally required to place a legal notice in appropriate newspapers, to inform the general public. It is the Town of Wethersfield's responsibility to place this ad in the paper at least twice, at intervals of not less than two days apart. The first notice must be placed no more than 15 days and no less than 10 days from the hearing, and the second must be placed no less than two days prior to the hearing. Any board or commission can also choose to provide additional notice if desired. The application fee covers the cost of the publication.

11. Explanation and Requirements for Different Application Types

The Town of Wethersfield's various commissions hear applications on a wide variety of subject matter. This section gives information and requirements on the following types of applications:

- Subdivisions/Resubdivisions-These applications are used when a land owner wishes to split one large plot of land into two or more smaller lots.
- Site Plans-These applications are required for almost all new businesses, industrial uses, site improvements, and additions, as well as some signs.
- Regulation Text Amendments-These applications are necessary when an applicant wishes to make changes/additions to the current Wethersfield Zoning Regulations, Subdivision Regulations, or Inland Wetlands and Watercourses Regulations.
- Zone Map Change-This type of application is used when an applicant wants to change the zone of their property.
- Special Use Permit-Special Use Permits are required for a wide variety of uses and signs, often for applications that would have special impacts on the land (including noise, traffic, or fumes).
- Change of Use-Change of Use applications are required to be submitted any time a land or building use is proposed to be changed.
- Variances-Variances are applications for the Zoning Board of Appeals. If an applicant is proposing a project that does not meet the requirements stated for that zone in the Zoning Regulations, a variance may be applied for.
- Inland Wetlands and Watercourses Permits/Map and Regulation Amendments-These permits are required whenever a proposed development contains wetlands/watercourses, or will have an impact on a nearby wetland. Applicants may also petition to amend the IWWC maps or regulations.
- Floodplain Applications-Any land use or development activity in a floodplain (within the 100 year flood zone) requires approval from the IWWC.
- Erosion and Sedimentation Control Certifications-It is required that all developments provide for adequate measures to minimize soil erosion and sedimentation. If a disturbed area exceeds one half acre, erosion and sediment control plans must be submitted for certification by the IWWC.
- Design Review-Five types of applications require Design Review approval: new construction of a multi-family residential structure of four or more units; a special residential development; new construction of a non-residential structure; any significant change to the exterior of a building; and signs.
- Historic District Certificate of Appropriateness-Any application that concerns property in the historic district requires approval from the Historic District Commission, prior to gaining approval from other Commissions.

Application forms for all process described herein are available in the back of this guide, on the Town website, and at the Town Hall. The following pages go into detail on the applications describe above. Any and all questions regarding application types can be directed to the Wethersfield Planning Department.

Subdivision/Re-Subdivision (PZC)

An applicant who owns a plot of land and would like to divide it into two or more lots will require subdivision approval from the Planning and Zoning Commission. Below is a list of general regulations for those wishing to subdivide land.

- If an applicant wishes to divide property into two (2) lots and the property has *not* been subdivided since March 16, 1955, subdivision approval is not required. This is known as a first cut, and an application must be filed with the Planning Department to ensure that the proposed lots comply with zoning regulations. In addition, the developer's attorney must prepare an affidavit stating that research has been completed proving that the lot has not been divided since the aforementioned date. (For further information on First Cuts, please refer to the First Cut Guide in the appendix of this handbook).
- For subdivisions or re-subdivisions that propose more than two lots, or is proposed on a property that has been subdivided following March 16, 1955, subdivision approval is required. An application must be submitted to the Planning Department, and the proposed subdivision must meet all of the requirements as laid out in the Wethersfield Subdivision Regulations, which can be downloaded from the Town website or purchased for \$20 at the Town Hall.
- It is highly recommended that applicants proposing subdivisions meet with the Town Planner to discuss the application, and ensure that it complies with subdivision regulations.
- The Planning and Zoning Commission has up to 65 days from the date of receipt of an application to make a decision on a subdivision application. The Commission may choose to hold a public hearing for a subdivision application, but subdivisions may be passed with a public meeting instead. If the application proposes re-subdividing an existing subdivision, the Commission must hold a public hearing.
- Some subdivision plans involve construction of roads and utilities, and may require traffic studies, and driveway analysis, subject to review of engineering staff.
- The Commission may hold a public hearing regarding any subdivision proposal if, in its judgment, the specific circumstances require such action. No plan of resubdivision shall be acted upon by the Commission without a public hearing.
- In 2007, Wethersfield amended the Subdivision Regulations to allow for the creation of rear lots. Rear, or "flag" lots require the approval of both a subdivision application and a special permit application. See the appendix of this guide for the handout on Rear Lots which contains further information.

Site Plan (PZC)

Almost all new businesses, industrial uses, additions and site improvements as well as certain signs, will require a Site Plan approval from the Planning and Zoning Commission. Site Plan approvals are required for various primary and accessory uses. If there is any doubt as to whether a specific application requires a Site Plan approval, the Planning Department can be consulted.

If an applicant is preparing a site plan, it is advisable to schedule a meeting with the Planning Department, as well as any other pertinent Town Officials, including but not limited to the Town Engineer and Fire Marshal. This meeting would advise the applicant of any changes that may be beneficial to the applicant, or required by the Town.

The application for a Site Plan proposal should be filed on application forms supplied by the Town or in the appendix of this guide. For more information on the requirements of Site Plan applications, as well as further detail on the need for a Site Plan, please refer to the Site Plan Review Guidance in the appendix of this guide.

After an application has been submitted for a Site Plan Approval, the application is sent to the Planning and Zoning Commission. Site Plans do not require a public hearing, and thus are decided at a public meeting. The Planning and Zoning Commission has 65 days to decide on a site plan application. If the proposal satisfies all zoning and engineering requirements, then the Planning and Zoning Commission must approve the application.

Zoning Regulation Text Amendment (PZC)

If an applicant is proposing a use that is not allowed in the Zoning Regulations, the applicant can request an amendment to the regulations. Applications for amendments must be filed prior to applications for anything further in the development process. If the proposal involves a zone or affects land located 500 feet or closer to another town, State law requires that the proposal be referred to the Regional Planning Agency 35 days prior to the scheduled public hearing by the Planning and Zoning Commission to allow their comments to be entered into the record.

Zoning regulation amendments may amend, change, or repeal any section of the Regulations. Petitions for amendments should be submitted on land use application forms found in the appendix of this guide (or available in person at the Planning and Economic Development Office of the Town Hall) and shall be accompanied by: 16 copies of the precise wording of the existing and proposed text, and the appropriate application fee. All applications for amendments require a public hearing with full public notice.

When reviewing applications for amendments, the Planning and Zoning Commission shall determine that public health, safety, welfare, or property values will not be adversely affected, and that the proposed change will not hinder the attainment of the purposes of the Regulations.

Zone Map Change (PZC)

If an applicant wants to develop a parcel of land that is not zoned for the use being proposed, an application for a zone change must be submitted, prior to filing for Site Plans, Special Permits, etc. If the proposal involves a zone or affects land located 500 feet or closer to another town, State law requires that the proposal be referred to the Regional Planning Agency 35 days prior to the scheduled public hearing.

All applications for zone changes require a public hearing. For a complete and detailed guide to zone changes, please see the [Zone Change](#) guide in the appendix of this handbook.

Special Use Permit (PZC)

There are some land uses and sizes/types of signs that require Special Permits (also known as Special Exceptions) to be issued by the Town. Special Permits are uses which may have special impacts on the land or neighborhood (such as noise, traffic, or fumes). The Planning and Zoning Commission has a higher degree of flexibility and discretion and may place modifications and conditions on the proposal to eliminate or lessen these impacts. In some instances, the Commission may deny the Special Permit request if evidence is apparent that the proposal will have negative impacts on the land and/or neighborhood. To determine if a project requires a Special Permit, please refer to the Wethersfield Zoning Regulations, with specific emphasis on Article III-Residential Zones and Uses, Article V-Business Zones and Uses, and Article VIII-Special Permit Criteria.

Special Permit Application Process

Applications for Special Permits should be filed on the Land Use Application forms provided by the town or found in the appendix of this guide, and unless waived by the Commission, should include a Site Plan. For information on Site Plan requirements, refer to the Site Plan Review Guidance handout in the appendix of this guide.

Special Permit applications require a variety of supporting documents and additional requirements. For a complete listing, refer to either the Special Permit Guidance in the appendix of this guide, or Section 10.1.C of the Zoning Regulations.

Special Permit Approval Process

In reviewing an application for a Special Permit, the Planning and Zoning Commission looks at a variety of factors, as stated in Article VIII of the Zoning Regulations. These factors include ensuring that the proposed use will be in harmony with the neighborhood, and that the use will occur in a suitable location. The Commission will ensure that the use is compatible with the neighborhood in which it is proposed, that it has appropriate structures and landscaping, and that it will have suitable access and parking. They will consider access to public utilities, environmental protection and conservation, and ensure that the use will not have any detrimental effect to surrounding areas. If for any reason the Commission feels that the application does not comply with these safeguards, the Commission can deny the application.

All Special Permit applications require a public hearing. The Planning and Zoning Commission has up to 65 days to open a public hearing. Once the public hearing is open, the Commission has up to 35 days to close the hearing. Once the public hearing is closed, the Commission has up to 65 days to make a decision on the application.

Change of Use (PZC)

Unless specifically waived by the Planning and Zoning Commission, a Change of Use application is required to be submitted any time a land or building use is proposed to be changed to a use that has different requirements than the original for setbacks, parking, coverage, building and fire codes, and other requirements. A Change in Use application shall meet the same standards and be treated as a Site Plan application unless the Wethersfield Zoning Regulations clearly indicate that it should also be treated as a Zone Change application, Special Permit application, or similar application. The Building Department will likely require a building floor plan as well.

Different types of zones allow for, or prohibit, different types of uses that are allowed on the property. For example, while a motel is allowed with special permit approval in General Business and Regional Commercial Zones, motels are not permitted in Business Park, Office, Town Center, and Village Business Zones. In addition, different types of uses have different requirements of their own, including minimum number of parking lot spaces required. Some uses have more restrictions than others, for example Car Wash Facilities, Public Garages and Filling Stations, and any business wishing to dispense alcoholic beverages.

Several examples of use changes are listed below as examples. Use changes are not limited to the examples provided.

- Clothing store (retail) to a sandwich shop (take out/sit down restaurant)-What would be required?
 - New approvals would be necessary, through a site plan or special permit depending on the zone.
 - Health Department approval would be required, following PZC approval.
 - Outdoor seating would require a special permit, if desired.
 - If alcoholic beverages were intended to be dispensed, a special permit would be required.
 - Parking requirements would change. While a retail store up to 10,000 square feet would require 5 spaces per 1,000 square feet of gross floor area, a sit down restaurant would require 1 space per 3 table seats and 1 space per 2 counter seats, and 1 space per two employees on the largest shift. This could drastically change the parking lot layout, which would in turn require new site plan approvals.
 - Bathroom requirements may change based on Building Department codes.
- Office space to a retail store-What would be required?
 - New approvals would be necessary, through a site plan or special permit depending on the zone.
 - Parking requirements may change, depending on floor area. While office space requires 4 spaces per 1,000 square feet of gross floor area, a retail store of 10,000 square feet to 50,000 square feet of area would require 5 spaces per 1,000 square feet of gross floor area. This could drastically change the parking layout, which would in turn require new site plan approvals.

- Single family dwelling (residential) to Retail Store-What would be required?
 - New approvals would be necessary, through a site plan or special permit depending on the zone.
 - Parking requirements would change. While a single family dwelling requires 2 spaces, a small retail store requires 5 spaces per 1,000 square feet of gross floor area. This could drastically change the parking layout, which would in turn require new site plan approvals.

Variances (ZBA)

If an applicant is proposing a development that does not meet the requirements of the Zoning Regulations, (e.g. locating a new building or addition closer to the property line than is allowed by the Zoning Regulations), a variance from the Zoning Board of Appeals will be needed prior to applying for a Site Plan, Special Permit, or Subdivision approval. A variance will not be granted for a use that is expressly prohibited by the Zoning Regulations; a variance is instead intended to allow for uses where restrictions of the property itself prevent reasonable use.

In order to qualify for a variance, a substantial hardship must be presented by the applicant, where an enforcement of the Zoning Regulations would be exceptionally difficult for the applicant. By law, the Zoning Board of Appeals is not allowed to grant a variance unless hardship is determined. The hardship *cannot* be based on financial gain or loss, nor can it be based purely on personal gain or loss. Hardships are often based on physical features of land such as topography or lot shape that are impossible for the applicant to change, so thus it must be worked around. As an example, a ledge in a back yard preventing construction there and necessitating front yard construction may be a valid hardship. In contrast, an ill relative is not a valid hardship for the construction of a guest house where it would otherwise be disallowed. Full conditions for variances are laid out in Section 10.4.D of the Zoning Regulations.

All applications for variances through the Zoning Board of Appeals require a public hearing. The Zoning Board of Appeals has 65 days to hold a public hearing. Once the hearing is open, the Board has 35 days to close it. Once the hearing is closed, the Board has an additional 65 days to make a decision on the application. The Board may choose to prescribe appropriate safeguards and conditions in accordance with the Zoning Regulations upon approving an application. The Board may also choose to limit the timeframe in which the variance is granted for, if it believes conditions are subject to change. If a variance is proposed and denied, the variance may not be submitted again for at least one (1) year following the date of rejection. The Board may grant a re-hearing before one year if it finds, on facts presented in writing, that a material change in the situation justifies this action in the interest of the public as well as the petitioners. A change in ownership of the property shall not be deemed a material change in the situation for the purpose of this section.

Inland Wetlands and Watercourses Commission (IWWC)

The Inland Wetlands and Watercourses Commission regulates: 1.) all areas containing inland wetlands; 2.) those areas stream ward of established local encroachment lines; 3.) those areas at or below the limits of the one-hundred year flood, as defined by the Federal Emergency Management Agency Flood Insurance Study; and 4.) Soil and Erosion Control Plans where there is a one half acre or more of soil disturbance. If this is the case, the permit should be applied for prior to applying to the Planning and Zoning Commission, as the IWWC must decide on the application before the Planning and Zoning Commission can make their decision.

Preliminary determination about whether or not an application contains or will impact wetlands can most likely be reached when meeting with town staff about the application, or by a field visit conducted by the Wetlands Agent. If it is determined that wetlands/watercourse delineation is required, it must be field located by a soil scientist and plotted on the site plan by a land surveyor. It should also be noted that the applicant may also need to obtain additional permits from the State of Connecticut or the Army Corps of Engineers.

Applicants may also petition for an amendment to the inland wetlands and watercourses boundary maps or regulations. The same application form is used, and a majority vote by the Commission is required for the amendment to be passed.

Please see the [Inland Wetlands](#) handout in the appendix for further information regarding Wetlands applications.

Floodplain Applications (IWWC)

Any land use or development activity in a floodplain (located within the 100 year flood zone) requires approval from the Inlands Wetlands and Watercourses Agency (encroachment within the FEMA designated floodway is prohibited). The Floodplain Regulations, Section 4.2 of the Wethersfield Zoning Regulations, go into significant detail on requirements of developing land within the floodplain. Several general guidelines are described herein:

- Encroachment of the floodplain must be in accordance with the minimum standards for the preservation and usage of land within the Conservation Zone established by the Connecticut River Assembly pursuant to CGS Chapter 477c.
- Approval of encroachment for purposes other than farmland reclamation shall require certification to the IWWC by a professional engineer licensed in Connecticut that flood storage capacity shall be created elsewhere in the floodplain in a volume equal to that consumed by the encroachment.
- No dwelling shall be constructed and no existing dwelling shall be substantially improved in the floodplain unless such construction assures that the lowest floor, including basement, is elevated at least one foot above the flood elevation.
- No new residential construction shall be permitted within the floodplain unless access is provided to land outside the floodplain and such access shall: have continuous elevation above the base flood elevation, and be passable at all times by emergency vehicles.
- Residential elevated buildings, mobile and manufactured homes are prohibited in the floodplain.

Erosion and Sedimentation Control Certifications (IWWC)

Large developments can have severe effects on the soil and water resources in the nearby area. To protect against this, it is required that every development shall include and maintain measures to minimize soil erosion and sedimentation resulting from land development. To ensure that this adequate control measures are implemented and maintained, the Planning and Zoning Commission or Inland Wetlands and Watercourses Commission may require a bond be posted by the applicant.

Unless modified by the Commission, measures for controlling erosion and sediment shall equal or exceed those laid out in the *Connecticut Guidelines for Soil Erosion and Sediment Control* (DEP, 2002).

In addition, if the cumulative disturbed area exceeds one-half acre, erosion and sediment control plans shall be submitted. If this is the case, no building permit shall be issued and no site work shall be started until the Commission has determined that the erosion and sedimentation control plan complies with the standards mentioned above.

Please see the Erosion and Sedimentation Control handout in the appendix for further information on the application process and requirements.

Design Review (DRAC)

There are several types of applications that require evaluation by the Design Review Advisory Committee. Five types of proposals fall into this category: new construction of a multi-family residential structure of four (4) or more units, a special residential development (SRD), new construction of a non-residential structure, any significant exterior building change or other site improvement which requires site plan or design review, and signs. This Commission is responsible for the regulation and approval of signs. See the handout on Signs in the appendix of this guide for further information on sign requirements.

While the Design Review Advisory Committee does not make official rulings, it does write a recommendation to the Planning and Zoning Commission with any suggestions. It is recommended to submit preliminary or conceptual plans to the Committee for review and comment prior to a formal submission to the Commission. In this case, the Committee shall submit a report, together with its recommendations and suggestions, to the applicant no later than 20 days after the proposal was received.

Please see the Design Review Advisory Committee Applications handout in the appendix for further information on the application process and requirements.

Historic District Certificate of Appropriateness (HDC)

If an applicant is proposing an application for activity on a property located in the Historic District of Wethersfield, a Certificate of Appropriateness must be approved prior to gaining approval from the other required Commissions or Boards. The Historic District Commission is intended to “preserve and protect the many architectural phases of a Connecticut River community in continual growth from the year 1634,” and as such is tasked with ensuring that buildings in the Historic District retain their historical values.

Any application falls under HDC review when any proposed activity (including but not limited to buildings, sheds, pools, fences, driveways, chimneys, HVAC equipment, benches, lights, windows, and siding) will be visible from general public view (public view is not limited to public streets, sidewalks, and parks, but includes any place customarily open to the public, such as private parking lots). A building or structure hidden by landscape work is considered to be in public view if it would be visible without such landscaping.

Many types of proposals require a Certificate of Appropriateness in the Historic District. To determine whether or not a specific activity would require a Certificate, please contact the Historic District Commission Coordinator.

Please see the Historic District Commission handout in the appendix for further information regarding the application process and requirements.

12. Fire Safety Requirements

When constructing or renovating buildings, there are certain fire code requirements that must be adhered to. The Fire Marshal enforces these requirements. Below is a listing of some of the more common types of fire safety devices and features that are required in various situations.

Municipal Requirements:

Fire Hydrants

The Wethersfield Fire Division maintains public fire hydrants throughout the town. However, in some instances, private fire hydrants may be required on development sites. If this is necessary, the hydrants are required to be maintained and serviced annually by the Metropolitan District Water Bureau. If a private fire hydrant is found to be defective, the Fire Division may authorize its repair, and bill the cost to the owner of the property.

Fire Lanes

Based on the scale of a commercial development, fire lanes/no parking zones may be required to ensure that firefighters have fast access to all areas of the building.

Knox Boxes/Key Boxes

The installation of Knox Boxes/Key Boxes on commercial buildings is highly recommended by the Fire Division, as they provide fast access to the interior of the building and limit property damage upon entrance.

Emergency Access Driveways

- In the event the Fire Marshal determines that adequate secondary emergency access has not been provided to a property, an emergency access driveway shall be provided. The emergency access driveway shall be designed and certified by a Connecticut licensed engineer.
- The emergency access driveway must provide adequate occupancy, ingress and egress maneuvering and an adequate paved surface of no less than 12 feet in width for its entire length. The driveway shall be designed and constructed to meet the H-20 loading standard and SU-30 turning radius. The design of the driveway shall be approved by the Town Engineer and Fire Marshal and shall not exceed 8%.
- Vegetation shall be cleared and maintained for an area of 15 feet in width and 17 feet in height.
- Any gate used to secure the driveway shall be approved by the Town Engineer and Fire Marshal. The Fire Marshal may require a Knox box or a Knox lock in the event security locks are provided for the gate.

- An access agreement between the property owners shall be filed on the Town Land Records to assure the agreement between the property owners.
- A landscaping/snow removal maintenance agreement shall be filed on the Town Land Records to ensure that the property owner maintains the access driveway for adequate emergency vehicle access.
- The emergency access driveway shall be posted as a “Fire Lane” to assure the driveway shall be free and clear at all times for emergency access. The signage and markings shall be approved by the Fire Marshal.

State Requirements:

Sprinkler Systems

Sprinkler systems shall be installed in occupancies per the Connecticut Fire Safety Code.

Smoke Detectors

All new dwellings shall be equipped with approved smoke detection per the Connecticut Fire Safety Code, in a location and manner approved by the Fire Marshal.

Inspections

The Fire Marshal is responsible for inspecting all new houses and dwellings for smoke detectors, and in addition is required to inspect commercial buildings every year, every two years, or every three years, depending on the occupancy of the building.

Radio Interference

No construction or proposed use shall interfere with radio frequencies, as radio waves may be utilized in any emergency situations.

13. Blasting Requirements

In the event that blasting is necessary, there are several precautionary steps that must be taken. The following is a list of guidelines that shall be followed when blasting occurs.

- Before a blasting permit will be issued in the Town, the Fire Marshal must be notified at least 3 weeks in advance of the anticipated blasting.
- Blasting can only occur between the hours of 8 am and 3:30 pm and will cease during school bus pickup and drop off hours.
- All other options other than blasting must be investigated and documented to ensure that blasting is the only option. These documents must be given to the Fire Marshal before a blasting permit will be issued.
- Pre-Blast surveys and letters outlining the blasting operations must be completed by the blaster to all property owners within 300 feet of the blasting site. A meeting between the blasting contractor, town officials, and residents will be held to outline the project's scope and the need for blasting.
- The blasting company must have insurance and a list of any complaints or liens or judgments due to past blasting activities and must be presented to the Fire Marshal before a permit will be issued.
- The construction contractor must consult with the Fire Marshal before hiring a blasting contractor.
- The developer or agency of a proposed project shall consult with the Fire Marshal before approval of the anticipated work is granted by the Town of Wethersfield.
- For any anticipated project, a notification will be sent to residents in the 300 foot parameter as outlined by a pre-blast survey. This mailing will be paid for by the owner of the project. On the occasion of an emergency need to blast, notice will be provided to the Town Council and residents 48 hours prior to the blast. Notification will appear posted on the Town Hall posting board, on the government access channel and in the library. It will be the responsibility of the Town Manager and the Fire Marshal to inform the public.
- The Fire Marshal shall stop blasting when the State allowed parameters are exceeded.
- The Fire Marshal shall determine the number of holes to be blasted at any one time, as well as the distance between the holes.

14. Health Department Requirements

There are several situations in which approval from the Central Connecticut Health District is required, following approval from the Planning and Zoning Commission. The following establishments require Health Department approval:

- Barbershops, Beauty Salons, and Nail Salons
- Motels/Hotels
- Public Pools
- Food Service Establishments
- Massage Parlors

Approval from the CCHD is required before an applicant can open any of these establishments. In addition, all establishments of this nature are required to maintain the standards of the CCHD in order to remain open to the public.

All application forms for these establishments can be found online at <http://ccthd.org/forms.html>. For further information on the requirements associated with Food Service Establishments, a guidance packet has been created by the CCHD. This packet can also be found on the aforementioned website.

In addition to the establishments listed above, all septic systems and private wells (either the drilling of new wells or the capping of old wells) require approval from the CCHD.

15. Other Requirements

The Town of Wethersfield also enforces several miscellaneous requirements, the most relevant of which are listed in this section.

Building Identification Numbers

It is required that all buildings have street number identification visible from the road that the building is located on. These numbers are required to be at least three inches (3”) high should be maintained so that emergency responders can quickly locate a building from the street. Numbers should be of a contrasting color to the surface which they are affixed to, and should be positioned no less than four feet (4’) and no more than 12 feet (12’) from the surface of the ground. On corner lots, numbers shall be facing the street which the house is addressed on. If a building is more than 100 feet from the center line of the street on which it fronts, or if the numerals are blocked by obstruction from the center line, an additional building/house number shall be affixed to a signpost, mailbox, or fence which shall be located along the street line and within ten (10) feet of the principal driveway/walkway to the premises.

Noise Levels

Chapter 105 of the Wethersfield Town Code spells out several requirements and limitations for noise control. Different zones have different acceptable noise levels that must be adhered to. The Police Department enforces these noise regulations, and may grant variances to the limitations if applied for. Please refer to the handout on Noise Control in the appendix of this guide for complete rules and regulations.

Radio Coverage

Except as otherwise provided, no person shall erect, construct, maintain or modify any building or structure or any part thereof, including stairwells, or cause the same to be done which fails to support adequate radio coverage for Town public safety services, including but not limited to police, fire, and public works departments. A certificate of occupancy may not be issued for any building or structure which fails to comply with this requirement.

The frequency range which must be supported shall be 806 to 816 MHz and 856 to 866 MHz, or as otherwise established and required in writing by the Town as being necessary for public safety purposes.

If building does not provide this coverage, it must install internal amplification antennae to ensure that adequate radio coverage is available throughout the building.

This regulation does not apply to any buildings of less than 5,000 square feet or less than two stories tall or any three-family or less multi-family detached residential building or structure.

Pipeline Proximity

No building or structure designed or intended for human occupancy shall be erected in the Town of Wethersfield within a distance of forty (40) feet from the center line of any gas transmission pipeline if said pipeline is operated or designed to be operated at a pressure in excess of two hundred (200) pounds per square inch gauge.

Call Before You Dig

Digging without knowing what is below the ground could result in interruptions in service of utilities, fines, or personal injury, which is why any project that requires digging, from planting a tree to installing a foundation, legally requires calling 811 (Call Before You Dig) prior to starting the project. This organization will help to determine if where the digging will occur is near utility lines or any underground piping, and advise the caller on how to avoid it if possible.

16. Planning Department Review Process

1. Once the applicant files an application and all supporting materials there shall be a review period after formal submission of the application. The intent of the review period is to allow Town Staff and other governmental agencies the opportunity to comment on the proposed application, and to allow the applicant sufficient time to revise the application such that it complies fully with applicable Town Regulations and Ordinances.
2. The application shall be distributed to the appropriate departments, officials and boards for advisory reports and consultation and/or for approval as may be required by law.
3. The Commission may schedule a site visit to familiarize itself with the lay of the land. Upon the request of the Commission, the applicant shall have a surveyor stake out the parcel perimeter, lot boundaries, easement boundaries, drainage structures, and/or the centerline of any proposed road and driveway. The staking shall be done in such a manner that the Commission members visiting the site can readily identify the location of the parcel, the roads and driveways, the easements, the drainage structures and the lots.
4. After receipt of all staff and agency comments, the Planning Department shall provide the developer with a written summary of findings, including a list of required plan modifications. The Planning Department may schedule a separate meeting with the applicant as appropriate to review the information contained in this summary report.
5. Final revised plans reflecting review comments shall be on file not less than ten (10) days prior to the date on which the public hearing begins, or in the event that no hearing is scheduled, ten (10) days prior to the meeting, at which the application will be discussed and action taken.
6. No proposal shall be approved until all the required plans, maps and data are complete to the satisfaction of the Commission, the Planning Department and Engineering Division.

17. What Happens at a Public Hearing/Public Meeting?

All applicants are required to be in attendance at a public meeting/hearing to present their application to the appropriate board/commission. If an application does not require a hearing, the Commission/Board decides on the application during the public meeting portion, and no public comment is required. The following is a brief description of what occurs at a public hearing/public meeting.

At the public hearing, the Commission/Board reads aloud the public notice of the application, then lists and briefly describes the documents received in the application file. The applicant then presents the application to the Commission/Board in detail, allowing Commission members and the public to better understand what is being proposed. The Commission or Board members may ask the applicant questions during the presentation. Following the presentation, members of the public will be asked to speak in the following order: those who support the application, those who oppose the application, and finally those who do not wish to be classified as either in support or in opposition of the application. The applicant then has the opportunity to answer any questions or concerns that were brought up during the Public Hearing. The applicant is allowed the final word prior to the Commission making its decision.

Once everyone has had the opportunity to speak, the Commission or Board members will decide to close the hearing. Once closed, no more testimony will be heard on the application. After all applications requiring a public hearing have been presented, the public meeting commences.

The public meeting is when the Commission/Board hears applications that do not require a public hearing, and also when the Commission/Board makes decisions on all applications. When deciding on an application, the Commission/Board may choose to:

- Approve the application as submitted;
- Approve the applications with stipulations, conditions, or modifications,
- Table any action until a future meeting, or
- In rare cases, deny the application.

As a general rule, a majority of Commission/Board members voting affirmatively is required to pass an application. The Planning and Zoning Commission requires at least five affirmative votes, and the Zoning Board of Appeals requires at least four.

If the applicant is unable to stay for the entire duration of the hearing/meeting, the applicant may call the staff liaison for the decision on the following day (assuming the application was voted upon).

Please note that while these steps are general for all Commissions/Boards, each Commission may differ slightly on how exactly they will organize the hearing/meeting.

18. Post Approval Requirements

The Town will place a Legal Notice of Decision in the newspaper, informing the public of the decision. It is recommended that the applicant wait 15 days after the Legal Notice of Decision is published in the newspaper before any activity is started, due to the possibility of an appeal being filed. The Legal Notice will be published by the Town, and officially makes the approval legal.

An approval becomes null and void unless construction of the building is in progress and not less than 50% of building foundations are completed within one year of the date of approval of the plan. An extension of time may be requested from and granted by the Commission.

Once an application is approved, there are several steps and suggestions that should be followed to ensure a smooth development process, which differs for the different boards and commissions. A letter of approval will be mailed to the applicant. This letter will list the conditions of the approval, if any were given. These conditions must be followed, or the approval may be revoked. Below is a listing of steps that should be followed following approval.

Planning and Zoning Commission

After approval has been granted by the Planning and Zoning Commission, applicants may be required to:

1. Revise plans if the Commission required any changes;
2. Post a performance bond for erosion and sediment controls, landscaping and public improvements, as well as drainage, street and parking lot systems that connect to similar public systems;
3. Have the plans signed by the Commission Chairman (town staff will arrange this).

Two fixed-line Mylar copies of the approved site plan shall:

- Bear a copy of the decision letter of the Commission and of all other town regulatory agencies authorizing the activity;
- Include any revisions required by staff or the Commission; and
- Bear an approval block for the signature of the Chair of the Commission, a live signature, and an embossed seal from a Professional Engineer/Licensed Surveyor (PE/LS).

The Planning Department staff will review the mylars for compliance with the approved permit and will have the Mylar plans delivered to the Commission Chair for signature. One of these plans must be filed in the office of the Building Official before any building permits are issued.

If the activity approved involves issuance of a Special Permit, the second Mylar copy identical to the first shall be filed in the Town Clerk's Office. All plan modifications (including the stipulations that the Commission may/may not have required) must be made within 90 days of approval or the approval will become null and void. If a subdivision was approved, the applicant has 90 days from the time the signed plans are handed back to file them in the Land Records Office (located in the Town Clerk's Office). If a special

permit was approved, said permit must also be filed in the Land Records Office within 12 months of approval, or the permit will become null and void.

Zoning Board of Appeals

If approval has been granted by the Zoning Board of Appeals, the Town will place a Legal Notice of Decision in the newspaper. It is required that the applicant waits 15 days after the day of publication to start any activity, as someone may appeal the decision within that period. Following the waiting period, a variance is legitimate forever.

When approval is granted, the applicant must pick up a form from the Building Department following the appeal period that the applicant must file in the Town Clerk's Office in order for the variance to be legal. There is a \$53 recording fee for this that is paid to the Town Clerk. Once the variance is filed, the applicant may proceed to the Planning and Zoning Commission/Inland Wetlands and Watercourses Commission (if required), or apply to the Zoning Enforcement Officer and Building Official for zoning and building permits.

Inland Wetlands and Watercourses Commission

If approval has been granted by the Inland Wetlands and Watercourses Commission (IWWC), the applicant may need to post a performance bond for erosion and sediment controls and wetland mitigation measures. The site plan may also need to be revised if the Commission required changes.

The site plan may need to be signed by the Chairman of the Commission, which town staff will arrange for.

A letter of approval will be mailed to the applicant listing all the conditions of the approval. All conditions must be followed, or the approval may be revoked. The Commission may choose to place a durational limit on the permit, ranging from two to five years.

It is recommended that the applicant wait 15 days after the publication of the Legal Notice of Decision before any activity is started due to the possibility of an appeal being filed in that timeframe.

Historic District Commission

Once the Historic District Commission approves an application, the decision is filed at the Building Office in the Town Hall. Construction or demolition may not begin, nor any building permit granted before a Certificate of Appropriateness is issued. A Certificate of Appropriateness is valid for one year from the date of issuance.

Work must begin within one year of the date of issuance of the Certificate of Appropriateness. Work must be completed within two years of the date of issuance. If work has not commenced within one year of the date of issuance, the applicant must apply for an extension before the original certificate expires. Extensions do not require a public hearing or public notice, and do not require a fee.

19. Building Permits

Once approval is obtained for a project, and everything stated in the previous section is completed, applicants may begin filing for building permits from the Wethersfield Building Department. Various permits are required for different activities, and may include the following: Building Permits, Electrical Permits, Plumbing Permits, and/or Heating and Air Conditioner Permits. Demolition permits are required for all demolition work. All of these permits require the location of the work, a brief description of the work being done, and the estimated cost of the work. In addition, there are local and state fees required for each permit, which are determined by the estimated cost of the job.

Building permits are required for any new construction. The Chief Building and Zoning Official, Fire Marshal, and Engineering Division staff will review building plans and the Building Division will issue the permits. After construction is completed an "as-built" drawing of the site showing the improvements is submitted to the Building Division. The Chief Building and Zoning Official, Fire Marshal and Town Engineer will make a final inspection prior to the Chief Building and Zoning Official issuing a Certificate of Occupancy. Bonds are required to be posted for new road construction and any unfinished work.

Building permits become null and void if work has not commenced on the approved project within six (6) months of approval.

Building permits may be applied for in person at the Town Hall Building Department (2nd floor) or online at <https://www.viewmypermitct.org>. Inspections can be scheduled in person or over the phone by calling the Building Department at (860) 721-2839. Please note that the website listed requires a PayPal account to make payment for the permits.

In order to file for building permits, all taxes associated with the property must be up-to-date. The Town Code states that: "The issuance of building permits, certificates of occupancy or other related building applications filed therewith shall be withheld when there is a tax delinquency with respect to the subject property (pursuant to C.G.S. § 7-148, as amended by Public Act 95-320.) Only in cases where extreme hardship or potential safety risks exist may the Town Manager, or his designee, authorize the approval of said building application, following agreement upon an acceptable payment plan." If an applicant is unsure of this, the town tax collector can be consulted and contacted at (860) 721-2825.

If any work is being done in the street right of way, which could involve the sidewalk, driveway, or apron work, the Engineering Department should be consulted first [(860) 721-2850] to determine any street and code regulations.

Wethersfield Land Use Application Handbook

Appendix



Wethersfield, Connecticut

Department of Planning and Economic Development

Town Hall:
505 Silas Deane Highway

Created Summer of 2012

APPLICATION FEES

In order to file an application, a fee must be paid to cover the charges associated with the application. Fees vary in range considerably for different types of applications, so it is important to use the following chart to determine the cost of the fee for a specific application. All checks should be made payable to “Town of Wethersfield.” Building permit fees will vary based on the scope of the project.

Table of Fees:

| Application Type | Application Fee |
|--|--|
| Special Use Permit | \$200, plus an additional \$25 per 1,000 square feet of gross floor area or \$25 per dwelling unit, plus an additional \$60 required state fee |
| Site Plan Review | \$200, plus an additional \$25 per 1,000 square feet of gross floor area or \$25 per dwelling unit, plus an additional \$60 required state fee |
| Minor/Amended Site Plan | \$100 |
| Subdivision/Resubdivision | \$200, plus an additional \$50 per proposed lot, plus an additional \$60 required state fee |
| Lot Split/First Cut | \$100 |
| Zone Change | \$250 plus an additional \$60 required state fee |
| Zoning Regulation Amendment | \$250 plus an additional \$60 required state fee |
| Zoning Permit-Residential | \$25 |
| Zoning Permit-Commercial | \$75 |
| Public Hearing Sign Deposit | \$50 (to be returned with the returning of sign) |
| Design Review Advisory Committee Permit | \$25 |
| Zoning Board of Appeals/Application | \$185 |
| Historic District Commission Application | \$25 |
| Wetlands Applications: | |
| Declaratory Ruling | No Fee |
| Summary Ruling | \$135 or as amended |
| Plenary Ruling | \$185 or as amended |
| State Impact Fee | \$60 or as amended |
| Inland Wetlands Map/Regulation Change | \$125 |

ACCESSORY BUILDING & STRUCTURES*

The Town of Wethersfield permits a variety of accessory buildings and structures in residential zones**. The provisions of Section 3.6. of the zoning regulations establish the requirements for these types of structures. The Town of Wethersfield has created this guide in an effort to summarize the requirements of these regulations for individuals interested in building an accessory structure on their property.

*This guide is intended for general guidance only, and does not replace the full zoning regulation and code requirements. Any questions should be directed towards the Town of Wethersfield Building Department, which can be reached at (860)-721-2840.

**Please Note: Anyone wishing to erect an accessory structure/building in the Historic District must gain approval from the Historic District Commission prior to applying for a building permit. Questions in this regard can be directed to the Historic District Commission Coordinator at (860)-721-2836.

What is a Building?-A structure having a roof supported by columns or walls for the shelter of persons, animals, chattels or property of any kind. Each of the units into which a building is divided by party walls shall be regarded as a separate building. The term "building" shall be construed as if followed by the words "or part thereof."

What is an Accessory Building? – A detached building subordinate to and customarily incident to a principal building on the same lot and supported by a permanent foundation, including carports and garages.

What is a Structure?- A structure is a walled and roofed building that is principally above ground, a manufactured home; a gas or liquid storage tank would each be considered a structure. The term "structure" shall be construed as if followed by the words "or part thereof."

What is an Accessory Structure? - A detached structure subordinate to and customarily incident to a principal building on the same lot.

Permitted By Zoning Permit Issued By Zoning Enforcement Official

If the proposed building complies with all of the requirements of Section 3.6. of the zoning regulations it may be approved administratively through the Building Department after the issuance of a zoning permit/building permit. These regulations require that:

- ☐ Accessory buildings and structures shall be located only in the rear yard with the following exceptions:
 - On corner lots, accessory buildings must be located in the quarter of the lot farthest removed from any street.
 - On corner lots the street line which is the dimension should be considered to be the front lot line and the lot lines adjacent thereto shall be considered to be side lot lines.
 - On corner lots, the rear yard shall in all cases be opposite the least lot frontage.
 - Where the street frontage of a corner lot is the same length, the owner may elect which street is to govern the setback of the building.
 - An accessory building or structure may be located in the front or side yard provided that it is set back at least seventy (70) feet from the front lot line.
 - An accessory building may not be located within any drainage or utility easement areas.
- ☐ The foundation of any accessory buildings and structures shall be located at least five (5) feet from a side or rear lot line with the following exception:
 - For lots having an average width of less than sixty-five (65) feet, buildings/structures may be located to within three (3) feet of the side and rear lot lines.
- ☐ Accessory buildings and structures shall not exceed a maximum height of eighteen (18) feet.
- ☐ The maximum coverage shall not exceed more than forty (40%) percent of the required rear yard area.
- ☐ The maximum number of accessory buildings and structures shall not exceed three (3).
- ☐ The area of the accessory buildings/structures combined with the area of the house shall not exceed twenty (20%) in the AA Zone, twenty-five (25%) in the A-1 Zone, thirty (30%) in the A Zone, thirty-five (35%) in the B Zone and fifty (50%) in the C Zone.
- ☐ For an accessory building that currently encroaches into a required side or rear yard, an extension or addition to that building may encroach into the same yard to the same extent.

Accessory Buildings Allowed by Zoning Permit Approval:

- ☐ **Garages:** One detached private garage or carport that creates a total garage space of no larger than 850 square feet in area used for the storage or housing of a maximum of three (3) motor vehicles.

- **Residential Outbuildings:** One tool house, gazebo, or greenhouse for hobby or personal use no larger than 200 square feet in area.
- **Accessory Recreation Facilities:**
 - One child's playhouse no larger than 200 square feet.
 - One bathing or swimming pool in rear yard only.
 - One tennis or paddle tennis court in rear yard only.
- **Farming Structures:**
 - Stables or other structures incidental to the keeping of livestock for personal use accessory to a residential use, provided that all structures are located at least 100 feet from any street line and 50 feet from the side and rear lot lines.
 - Farm outbuildings accessory to farm uses provided that all farm buildings, except farm/roadside stands, are located at least 100 feet from any street line and 50 feet from the side and rear lot lines.
 - Temporary farm stands/roadside stands for the sale of products grown on the premises when set back at least 25 feet from the street and 10 feet from the side and rear lot lines, and provided the stand shall be removed within 30 days after use has been discontinued.
 - Barns and silos may be built to a maximum height of 50 feet on farms.
- **Shelter for Livestock:**
 - Shall be located at least 100 feet from the street line.
 - Shall be located at least 50 feet from a rear property line.
 - Shall be located at least 25 feet from a side property line.
 - Shall be located at least 100 feet from a reservoir, pond, or watercourse.
- **Miscellaneous Accessory Structures:**
 - Temporary structures, including membrane structures no larger than 200 square feet for no more than six (6) months in any 12 month period.
 - Other accessory buildings and structures customarily incidental to a permitted use and 200 square feet or less in area.
 - Residential radio or television antennae, wind powered generators, satellite antennae, solar panels, and similar structure installations shall be completed in accordance with Section 9.1 of the Wethersfield Zoning Regulations (Towers and Antennae).
- **In Business Zones,** the provisions of Section 3.6 and Section 5.3.B of the Wethersfield Zoning Regulations shall apply.

Information Requirements for a Zoning/Building Permit

As part of any application to obtain approval for accessory building or structure, the following documentation shall be provided:

- ☐ Two sets of floor plans, drawn to scale, indicating the interior use and dimensions of the building with a calculation of floor area.
- ☐ Two sets of plot plans (as described below), drawn to scale, showing the location of all structures on the parcel, the utilities to service the building (if proposed), lot dimensions, size of the building, structure required building lines, any easement areas, any parking and drive areas, and any other pertinent information, both existing and proposed.
- ☐ Two sets of building elevations, drawn to scale, indicating the exterior appearance of the building, the type and color of siding proposed, location and dimensions of all windows and doors, height of the building, and other similar features.
- ☐ Building Permit Application including estimated cost of building.
- ☐ Application Fee.
- ☐ The Zoning Enforcement Officer may require that the plot plan is certified by a Licensed Surveyor.
- ☐ **Plot Plan Requirements:**
 - Scale 1"=20' (with bar scale)
 - Date
 - All perimeter dimensions, bearings, or angles
 - North arrow
 - Outline of building showing **complete** zoning compliance
 - Zone occupied
 - Lot area
 - Building lines
 - Side and rear yard set backs
 - Any existing or proposed easements on the property, including dimensions and bearings
 - 100 year flood zone, or flood zone it occupies
 - Wetlands limits, if any
 - Existing and proposed contours
 - Street name, address or lot number

Permitted By Special Permit Issued By the Planning and Zoning Commission

The regulations allow the Planning and Zoning Commission to issue Special Permits for certain accessory buildings and structures that do not comply with the regulations as stated above.

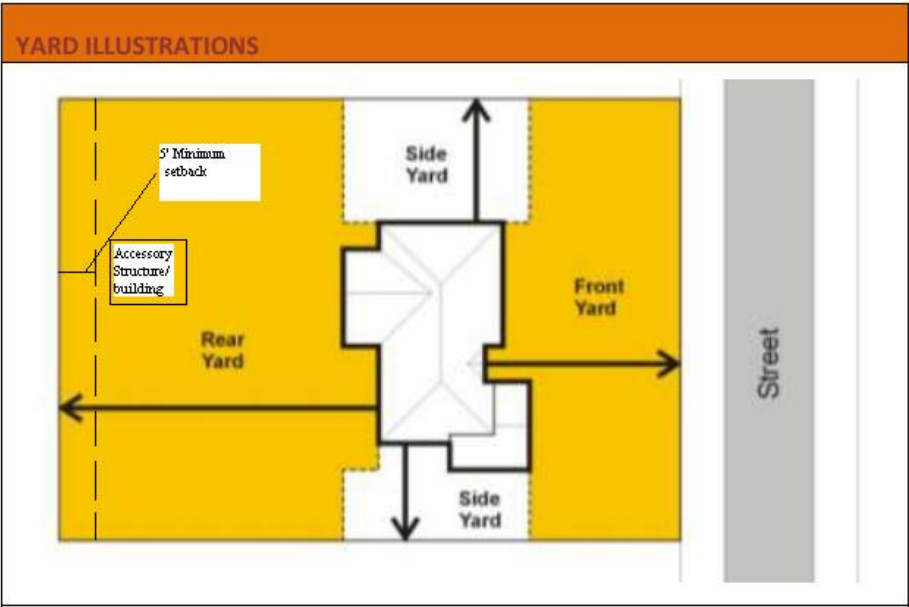
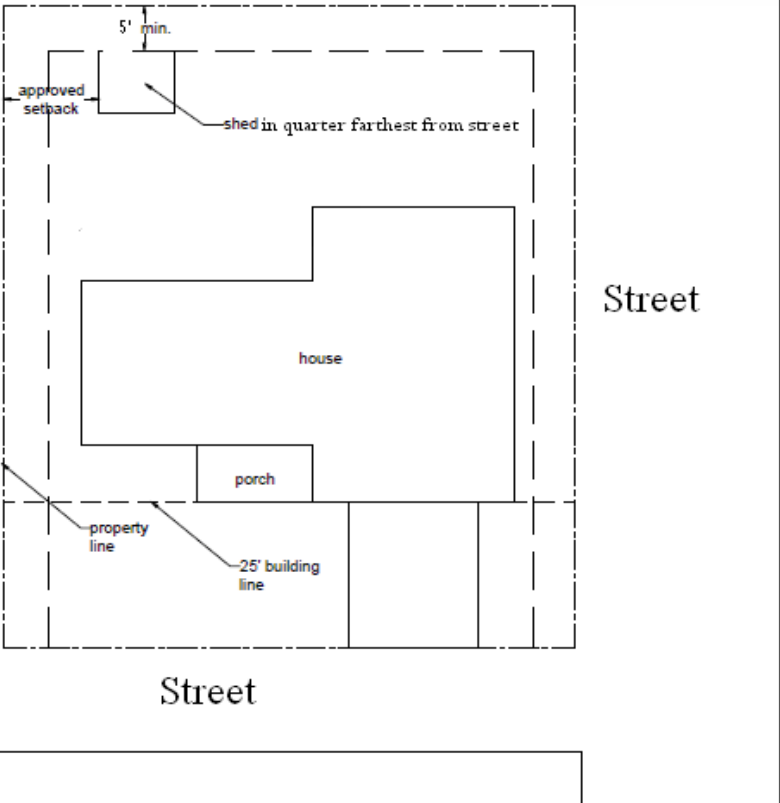
Proposed structures that do not comply with the provisions of Section 3.6. can only be permitted following the submission of an application for, and the approval of, a Special Permit by the Planning and Zoning Commission. (See Special Permit handout for details of this process.) This process involves the submission of an application to the Planning Department, notice to neighbors, and a public hearing with the Planning and Zoning Commission.

The following type of accessory building may only be permitted upon issuance of a Special Use Permit by the Planning and Zoning Commission:

- **Guesthouse:** A guest house or detached accessory residential building occupied provided:
 - The lot is at least one (1) acre in area.
 - The building is located in the rear yard.
 - Occupancy is limited to members of the family, their guests, or domestic service employees on the premises.
 - Such accessory building is located at least 25 feet from side and rear lot line and 100 feet from the street line.

Diagrams:

(On following page. Shows corner lot and regular lot, respectively)



SIGNS*

This summary is designed to assist you as a guide. For a more detailed explanation of the Town's sign regulations and requirements please review **Section 6.3** of the Town's zoning regulations.

In addition, **Appendix C, section 6** of the zoning regulations includes a series of design guidelines for signs.

*This guide is intended for general guidance only, and does not replace the full zoning regulation and code requirements. Any questions should be directed towards the Town of Wethersfield Planning Department, which can be reached at (860)-721-2837.

Sign Content

Signs may only designate two of the following items:

- name,
- address,
- logo,
- type of business, or
- principal product.

Where the logo appears along with other information the logo shall be limited to no more than 25% of the sign area, unless waived by the Commission.

Wall Signs

For the purposes of determining the permitted sign area of a wall sign each business shall be allowed a total sign area that is based upon the linear distance of that portion of the building wall frontage that the business occupies.

In business zones, where a site does not have a detached sign, wall signage is permitted at a rate of 2 square foot of sign area per lineal foot of building frontage, i.e. a business with 40 feet of frontage is permitted to have up to 80 s.f. of signage.

Maximum square footage of any wall sign shall not exceed 125 square feet.

In instances where a site has a detached sign, wall signage is permitted at a rate of 1 square foot of sign area per lineal foot of building frontage up to a maximum of 125 square feet.

On corner lots a business shall have 2 frontages. Each front shall be determined separately for permitted sign square footage.

Maximum signage for all frontages combined shall not exceed 125 square feet.

Detached Signs

Detached signs shall be located at least 5 feet from any property line.

Detached (free standing) signs are permitted at a rate of 1 per building based upon the following:

- Property contains less than 100 feet of frontage and the sign is 8 feet or less in height the sign can be up to 25 square feet in area.
- Property contains 100 feet or more of frontage and the sign is 8 feet or less in height the sign can be up to 32 square feet in area.
- Property contains 100 feet or more of frontage and the sign height is less than 5 feet in height or less the sign can be up to 40 square feet in area.
- Property contains 100 feet or more of frontage and the sign height is less than 5 feet in height (see additional conditions) the sign can be up to 50 square feet in area.
- Properties in the Village Business zone can have signs that are 25 square feet in area.

Application Procedures

All permanent signs shall be reviewed by the Design Review Advisory Committee prior to the issuance of a sign/building permit. (Except for the replacement of sign panels which shall not require the approval of the DRAC).

The zoning regulations permit a wide variety of signage for a variety of uses. Some signs do not require a permit, others can be approved by the Zoning Enforcement Official and others require approval from the Planning and Zoning Commission. The zoning regulations contain a detailed table which specifies the required approvals and standards.

Any sign located in the Historic District shall obtain the necessary approvals from the Historic District Commission prior to the issuance of a sign/building permit.

All permanent signs shall obtain a building permit from the Building Department before the sign is erected.

Submission Requirements

An application for a sign shall include:

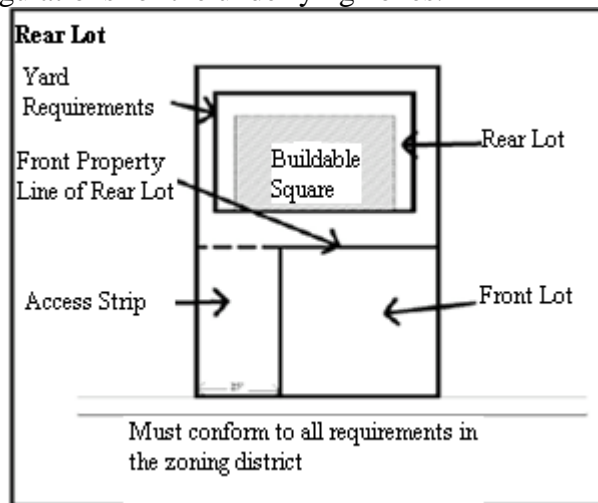
- An application form.
- Any required fee.
- A plan (drawing) of the sign including colors.
- The location of the sign on the site, include a plot or site plan (Show setback of sign).
- The location of the sign on the building, include an elevation drawing or a photo of the building facade.
- The height, width and area of the sign.
- Proposed lighting of the sign.
- The total area and gross area of all other signs on the site.
- The linear frontage of the lot.
- The linear frontage dimension of the business.

REAR LOTS*

The Town of Wethersfield permits rear lots in special situations in residential zones AA, A-1, A, and B. The provisions of Section 3.9 of the zoning regulations establish the requirements for rear lots. The Town of Wethersfield has created this guide in an effort to summarize the requirements of these regulations for individuals interested in creating a rear lot on residential property.

*This guide is intended for general guidance only, and does not replace the full zoning regulations and code requirements. Any questions should be directed towards the Town of Wethersfield Planning Department, which can be reached at (860)-721-2837.

What is a Rear Lot? Rear lots are intended to allow for the development of larger interior lots having excess lots size which, due to limited street frontage, could not otherwise be subdivided. A rear lot is defined as a lot which does not meet the frontage requirements of the Wethersfield zoning regulations for the underlying zones.



Special Permit Required

A rear lot may be permitted upon the submission of a detailed site development plan and upon the granting of a Special Permit from the Planning and Zoning Commission. In many instances, a subdivision application may also be required. In order for the Special Permit to be considered for approval, each rear lot shall conform to all requirements for the zoning district in which it is located. In addition, the regulations listed below must be met.

Rear Lot Requirements:

- The front yard setbacks and minimum lot area (not including the access strip to the rear lot) must be at least 50% greater than the minimum requirement for the zoning district that the lot is located in, as referenced in the following table:

| | Zone AA | A-1 | A | B |
|---|----------------|------------|----------|----------|
| Minimum lot area in square feet for rear lot and front lot (excluding access strip) | 50,000 | 33,750 | 26,250 | 18,750 |
| Minimum lot area in square feet for rear lot (excluding access strip) | 30,000 | 20,250 | 15,750 | 11,250 |
| Minimum lot area in square feet for front lot (excluding access strip) | 20,000 | 13,500 | 10,500 | 7,500 |
| Minimum lot frontage in feet for front lot | 110 | 90 | 75 | 60 |
| Minimum combined lot frontage in feet for rear lot and front lot | 135 | 115 | 100 | 85 |
| Minimum buildable square (dimension of each side in feet) | 100 | 80 | 65 | 50 |
| Maximum building area (percent of lot area) | 20% | 25% | 30% | 35% |
| Minimum front yard depth for a single-family dwelling (feet) for rear lot | 60 | 60 | 60 | 60 |
| Minimum rear yard depth for a single-family dwelling in feet | 50 | 40 | 40 | 30 |
| Minimum side yard width for a single-family dwelling with one yard | 15 | 12 | 10 | 5 |
| Minimum side yard for a single family | 30 | 27 | 23 | 15 |

| | | | | |
|--|----|----|----|----|
| dwelling (feet) for aggregate both yards | | | | |
| Maximum height of building in feet | 35 | 35 | 35 | 35 |

- ☐ Both front and rear lots must conform to minimum lot area, yard, and other requirements prescribed for the zone in which the lots are located.
- ☐ There shall be a maximum of one single-family dwelling with permitted accessory buildings or uses on each rear lot. No accessory building may be constructed within a designated access strip.
- ☐ Each rear lot shall be connected by an access strip at least 25 feet in width for its entire length, in fee simple ownership of said rear lot, to an existing Town street approved by the Town and on file with the Town Clerk.
- ☐ The access strip shall not exceed 500 feet and no single family dwelling will be permitted more than 500 feet from a fire hydrant. The Fire Marshal may require the installation of a public or private fire hydrant to satisfy this requirement.
- ☐ The maximum number of adjacent access strips shall be two (2).
- ☐ A restricted deed covenant shall be on the Town Land Records which clearly provides that the Town of Wethersfield shall not be required to maintain or take ownership of said access strip as a public street. A landscape maintenance agreement shall be filed on the Town Land Records to insure that the property owner maintains the access strip for adequate emergency vehicle access. Vegetation shall be cleared and maintained for an area of 15 feet in width and 17 feet in height above the access strip.
- ☐ The driveway must provide adequate occupancy, ingress, egress, maneuvering and an adequate paved surface of no less than 12 feet in width for its entire length. The driveway shall be constructed with a minimum of 8 inches of processed stone over a minimum of 2 inches of bituminous to adequately accommodate fire apparatus and other emergency vehicles. All rear lots shall be provided with a vehicular turnaround designed for an SU-30 turning radius at the dwelling in order to accommodate emergency vehicles.
- ☐ The area of the access strip shall not be included in the minimum required area of the rear lot and shall not be used for building purposes.
- ☐ A landscape buffer shall be required by the Commission where necessary within the lot and along the access strip to ensure that the development of rear lots will be in harmony with surrounding areas and protect existing homes.
- ☐ Dwellings shall be connected to the MDC water and sewer system when constructed. If those facilities are not available the Health Department must approve the proposed lot for an onsite well and septic system prior to approval by the Commission.
- ☐ Electric and other utility service lines shall be placed underground.
- ☐ The Commission may modify the above requirements when it determines that the rear lots and the access thereto will be in harmony with the surrounding area and preserve the public health, safety, welfare, and property values.

- ☐ The Commission shall require a site plan in accordance with Appendix A (Site Plan Requirements) of the Wethersfield Zoning Regulations showing sufficient detail to clearly indicate the proposed development and site improvements of the lot and the proximity to surrounding properties.
- ☐ The Town street entrance to the rear lot shall be posted with a house number identification sign with numbers at least six (6) inches high.

A written report from the Town Engineer, Police Chief, Fire Chief, and Fire Marshal shall be provided to the Commission prior to the Public Hearing on any rear lot.

ZONE CHANGES*

Under the Wethersfield Zoning Regulations, applications for zone changes may be submitted in order to change the zone of a property from the existent zone to a more suitable zone type. The requirements for said applications are laid out in Section 10.1.G and Appendix A of the Wethersfield Zoning Regulations, and summarized below.

*This guide is intended for general guidance only, and does not replace the full zoning regulation and code requirements. Any questions should be directed towards the Town of Wethersfield Planning Department, which can be reached at (860)-721-2837.

ZONE CHANGE APPLICATION REQUIREMENTS

The following is a list of regulations that those applying for zone changes must adhere to:

- ☐ Zone change applications shall be submitted on forms supplied by the Commission for any proposal to alter the zoning designation of any parcel(s) of land or parts thereof.
- ☐ Applications shall be signed by the affected property owner(s) or shall be initiated by the Commission on its own initiative or by petition.
- ☐ Applications for Zone Change shall be accompanied by 16 copies of a map for review by the Commission and its designees, as described in the following section of this guide.
- ☐ The Commission shall hold a public hearing on all applications for a Zone Change.
- ☐ The applicant shall mail by certificate of mail, return receipt requested, notice to all owners of land within 300 feet of the tract of land that is the subject of the Zone Change application at least 10 days prior to the hearing and submit such certificates of mailing to the Clerk of the Commission at least 5 days prior to the hearing date.
- ☐ The applicant shall post signage on the premises in accordance with the requirements of these regulations.
- ☐ Following the public hearing, the Commission may approve the application as submitted, modify and approve, or disapprove the application.
- ☐ Before the Commission approves a Zone Change, it shall determine that:
 - The proposed change is in accordance with the Plan of Conservation and Development,
 - The proposed change is in conformance with the purpose of the Regulations,
 - The location of, and activities permitted within, the new zone will not adversely affect the public health, safety, welfare, and property value, and
 - The property is suitable for the intended use.

- The Commission shall not have to rehear a zone change application that has been rejected within one year from the date of rejection unless it finds, on facts presented in writing, that a material change in the situation justifies this action. A change of ownership of property or any interest therein shall not be deemed a material change in the situation for the purpose of this section.
- Upon approval of a Zone Change by the Commission, the applicant shall submit two (2) black-line Mylar transparencies of the boundary survey and zone change which shall bear a copy of the decision letter of the Commission and the effective date of the zone change.
- Following signature by the Commission Chairman, the applicant shall file the signed fixed-line Mylar transparencies in the office of the Town Clerk and in the office of the Engineering Division prior to the effective date of change.

Applications shall be accompanied by:

- Three (3) copies of a Compilation survey map prepared at 24" x 36" at the same scale as the Assessor's maps,
- The names, addresses, and zip codes (when available) of all parcel owners as per the latest Assessor's records, keyed by parcel number, and
- The appropriate application fee, except that the Commission shall be exempt from any application fee.

Zone Change Map Requirements

The following guidelines lay out the requirements for the maps that are to be submitted with the zone Change application.

- The map shall be an overall plan at no less than 100 scale for the entire parcel showing:
 - Boundaries of the property certified to an A-2 Survey standard.
 - Boundaries of the existing and proposed zoning.
 - The location and significant natural features (wetlands, watercourses, steep slopes, flood plain) and other relevant information.
 - A key map to the scale of the then current zoning map showing the proposed change.
- The maps shall show:
 - Existing zone district lines,
 - Property for which the zone change is requested,
 - A line representing areas within 500 feet in all directions from the parcel(s) for which the change in classification is requested,
 - Lots and streets lying wholly or partially within 500 feet in all directions,
 - Lot or parcel numbering consistent with the system used by the Assessor's office,

- North arrow and location key map at a scale of 1"=1000', and
- The Town line, when located within 500 feet of a proposed zone change.

SITE PLAN REVIEW GUIDANCE*

In order to determine conformity with the zoning regulations, the Town requires the submission of a site plan showing the layout and design of proposed use and site improvements as required by Section 10.1.D and Appendix A of the Wethersfield Zoning Regulations.

*This guide is intended for general guidance only, and does not replace the full zoning regulations. Any questions should be directed towards the Town of Wethersfield Planning Department, which can be reached at (860) 721-2837.

When Is a Site Plan Required?-Site plans shall be submitted on forms supplied by the Commission for:

- ☐ Any construction, development, or change of use of buildings or structures; or
- ☐ Any expansion, or exterior alteration of a building or structure; or
- ☐ Any alteration in site improvements, such as parking, pedestrian, and vehicle circulation, public utilities and landscaping:
 - Designated in the Zoning Regulations as requiring Site Plan Approval,
 - For any residential use, involving a building to house three (3) or more families, or
 - For any non-residential use, except farming.

General Requirements

Each plan submitted shall:

- ☐ Be prepared by, and bear the seal(s) of a licensed design professional as appropriate for the type of drawing submitted,
- ☐ Be on a sheet size of 24" by 36", 18" by 24", or 11" by 17".
- ☐ Be drawn to an appropriate scale generally as follows:
 - 20 feet to the inch (but not more than 40 feet to the inch) for a site plan application,
 - not more than 100 feet to the inch in the case of an earth removal application,
 - not more than 200 feet to the inch for a zone change application
- ☐ Contain a title block with property address, names of applicant and owner, date of map, project name, proposed use and zoning district,
- ☐ Contain a north arrow, graphic and written scales, and an approval block,
- ☐ Contain a location key map, at a scale of one inch equals 200 feet, showing the property and all surrounding property, zoning districts, Town lines, and streets within 500 feet,
- ☐ Be updated to reflect the date, number, and content of any revision,
- ☐ Contain a legend.

NUMBER OF DRAWING SETS

Sixteen (16) copies of site plans shall be submitted showing the following information.

PROPERTY SURVEY

A boundary survey shall be submitted showing the following information:

- ☐ Certification and seal of a land surveyor licensed in the State of Connecticut,
- ☐ Date of survey,
- ☐ Property boundaries, locations of setback lines, and total acreage of the parcel.
- ☐ Location and names of owners of record of abutting property and subdivisions, including those located across public or private streets,
- ☐ Location of all existing monuments and pins and the Town Line, where applicable,
- ☐ Lengths and directions of present property lines, with dimensions on all lines to the hundredth of a foot; all bearings or interior angles to the nearest second, and the central angle, tangent distance and radius of all curves,
- ☐ Rights-of-way, easements, or other property encumbrances or appurtenances including the names of the affected party and the volume and page where the instrument evidencing such right is recorded in the land records,

A boundary survey, when required, shall conform to the Class A-2 requirement of the Regulation for Connecticut State Agencies, Section 20-300b (Regulations) and the Standards for Surveys and Maps in the State of Connecticut (standards) adopted by the Connecticut Association of Land Surveyors, Inc.

SITE DEVELOPMENT PLAN

A site development plan shall show the following information:

- ☐ The seal of a licensed land surveyor, professional engineer or a licensed landscaped architect, as appropriate.
- ☐ A zoning schedule clearly showing that the minimum requirements of the Regulations for the applicable zone (lot area, coverage, yards, parking, etc.) have been complied with. An example is shown on the following page:

| SUMMARY CHART | | | |
|-------------------------------------|----------|------------------|-------------------|
| Parcel Size | | | |
| Zoning District | | | |
| Assessor's Location | | | |
| Proposed Use | | | |
| Zoning Summary | | | |
| Item | Existing | Required by Code | Proposed Building |
| Min. Site (Lot) size | | | |
| Minimum Lot Frontage | | | |
| Building Setback: | | | |
| Front | | | |
| Side | | | |
| Rear | | | |
| Max. Building Height | | | |
| Max. Building Coverage | | | |
| Max. Impervious Coverage | | | |
| Min. Yard Abutting Residential Zone | | | |
| Building Area | | | |
| Number of Stories | | | |
| Distance Between Buildings | | | |

- ☐ A map showing abutting property owners within 300 feet.
- ☐ A list of owners and mailing addresses within 300 feet.
- ☐ An approval block for the signature of the Chairman of the Commission, as shown below:

| | |
|---|----------------------|
| APPROVED by the Wethersfield Planning and Zoning Commission on: | |
| _____ (Date of P&Z Meeting) | |
| In accordance with the Connecticut General Statutes, all work in connection with this site plan must be completed by: | |
| _____ (Date) | |
| _____ Chairman's Signature | _____ Date Signed |

Natural Resource Information

- ☐ Existing and proposed contours at two foot intervals or less to Class T-2 accuracy,
- ☐ Existing water bodies, water courses, swamps and marshes,
- ☐ Accurate delineation of all soil types designated as Inland Wetlands,
- ☐ Delineation of flood hazard areas,
- ☐ Any existing trees greater than 12 inches in caliper,
- ☐ Location of rock outcrops and tree lines,
- ☐ Location of all flood boundaries.

Infrastructure Information

- ☐ Existing and proposed water, sewerage, and natural gas systems.
- ☐ Existing and proposed storm drainage systems (including pipe size, top of frame, and invert elevations),
- ☐ Existing and proposed electrical service systems.
- ☐ Existing and proposed utility easements.
- ☐ Proposed refuse disposal area(s) and screening details.
- ☐ Design calculations for utility systems.
- ☐ Location and size of all utility mains and services.

Development Information

- ☐ Existing and proposed buildings.
- ☐ Location, height, square footage, and dimensions of all existing and proposed buildings and structures including walls, and fences.
- ☐ Location, dimensions, areas, type, color, materials, and illumination of all proposed exterior signs.
- ☐ Location, height, design and intensity of all proposed exterior lighting.
- ☐ Permanent elevation bench mark.

Traffic and Parking Information

- ☐ Existing and proposed roads and driveways.
- ☐ Location of loading and parking areas showing the number of spaces, as shown in the following table:

| PARKING | EXISTING | PROPOSED | REQUIRED |
|----------------------|-----------------|-----------------|-----------------|
| Parking Calculations | | | |
| # of Standard Sized | | | |
| # of Compact Spaces | | | |
| # Within Building | | | |
| # Handicapped | | | |
| Total # Spaces | | | |
| Loading Spaces | | | |

- ☐ Proposed interior traffic circulation system, adequately designed to provide safe accessibility to all required off-street parking as well as providing police and fire protection to all structures, equipment and materials.
- ☐ Proposed provisions for pedestrian traffic including concrete sidewalks and/or easement where required by the commission.
- ☐ Limits of areas to be permanently paved and provided with lip curbing, and parking and planting islands.
- ☐ Construction details for roads, drives, parking areas, curbs and other improvements.

LANDSCAPING PLAN

A landscaping plan shall be submitted showing the following information:

- ☐ The seal of a licensed landscaped architect or professional engineer, as appropriate.
- ☐ Existing Conditions
 - Significant existing trees with a caliper of 12 inches or more,
 - Name, location and size of existing vegetation to be preserved ,
 - Present wooded areas indicated by a foliage line,
 - Existing stone walls,
 - Significant rock outcrops.
- ☐ Proposed Conditions
 - Details of landscaping showing the type, common name, scientific name, size at planting, number, location and extent of all proposed planting or vegetation, or otherwise provided for on the site.
 - Buffer areas and means of screening development from the view of highway traffic and neighboring property owners.
 - Other proposed landscape features.
- ☐ Proposed measures for guaranteeing survival of proposed plantings.
- ☐ Planned maintenance of landscaped areas.
- ☐ A table which includes the calculations used to demonstrate compliance with the landscaping requirements, as shown below:

| LANDSCAPING | EXISTING | PROPOSED | REQUIRED |
|-------------------------|----------|----------|------------------------|
| Overall | | | 25% Lot Area |
| Side Yard | | | 5 feet |
| Front Yard | | | |
| Rear Yard | | | |
| Perimeter Tree | | | 1/50 Feet |
| Parking Area | | | 15% Paved Parking Area |
| Parking Area Tree | | | 1/10 Parking Spaces |
| Free Standing Sign Area | | | Min. 64 S.F. |
| Landscape Buffer | | | |

- ☐ Relevant planting specifications.

ARCHITECTURAL PLANS

Architectural plans shall be submitted showing the following:

- ☐ The seal of a licensed architect
- ☐ Schematic architectural floor plans
- ☐ Exterior building elevations for all building faces showing:
 - Proposed structures and/or changes to existing structures
 - All exterior building materials and colors, clearly labeled
- ☐ Proposed signage.

TECHNICAL INFORMATION

The following additional information shall be submitted:

- ☐ Construction details, including cross-sections where appropriate, detailing the construction of proposed sidewalks, driveways, parking areas, storm drainage structures, and other site improvements.
- ☐ Storm drainage data showing drainage areas and estimated run-off of the area to be served by existing and proposed drainage facilities.
- ☐ A timber cutting plan if site planning involves land within the Connecticut River Assembly Conservation Zone.

EROSION AND SEDIMENT CONTROL

- ☐ Erosion and sediment control plans shall be submitted if the cumulative disturbed area shall exceed more than one-half acre or if site development would occur within the Connecticut River Assembly Conservation Zone.
- ☐ See separate Erosion and Sediment Control handout for additional information.

POSSIBLE ADDITIONAL INFORMATION

The following additional information shall be submitted if specifically requested by the Zoning Enforcement Official or the Commission:

- ☐ Traffic analysis of the proposed development.
- ☐ The Commission shall also have the right to request that any applicant conduct other studies or impact analysis (including fiscal) that would allow the Commission to adequately determine the potential impacts of the proposed development to the site and to the community.

WAIVERS

The ZEO or the Planning and Zoning Commission may specifically waive the information requirements of the site plan sections above, should they be deemed unnecessary. In addition, Site Plan Applications shall not be required for the following activities, unless, in the judgment of the Zoning Enforcement Official, the Town Planner and the Director of Public Works/Town Engineer, the proposed changes materially affect the character of the site or building or that of adjoining properties:

- ☐ Installation of siding overlays on buildings.
- ☐ Introduction, removal, or enlargement of doorways and windows within exterior building facades.
- ☐ Where as-built plans differ from approved preconstruction plans.
- ☐ Addition or removal of minor decorative site or building features, such as arches, lampposts, and railings, or awnings and canopies over doors and windows.
- ☐ Installation of HVAC equipment on roof or ground if screened from public view.
- ☐ Installation or removal of loading platforms.
- ☐ Minor building and site changes in the rear yards of commercial and industrial premises or if otherwise shielded from public view.

In addition, when an unsafe building exists or when emergency measures are required under Section 124.0 and 125.0 of the State of Connecticut Building Code, as amended, the Zoning Enforcement Officer shall have the authority to waive, in writing, the requirement for submission of a site plan for either a period of 30 days so that the owner can prepare a site plan application, or entirely if the maintenance and repair which is required does not involve a change of existing design, exterior materials, scale, or outward appearance.

THE STORAGE/PARKING OF COMMERCIAL VEHICLES*

The Town of Wethersfield permits commercial vehicles in a variety of situations. The provisions of Section 3.5.5 of the zoning regulations establish the requirements for these types of vehicles. The Town of Wethersfield has created this guide in an effort to summarize the requirements of these regulations for individuals possessing commercial vehicles.

*This guide is intended for general guidance only, and does not replace the full zoning regulations and code requirements. Any questions should be directed towards the Town of Wethersfield Building Department, which can be reached at (860)-721-2839.

What is a Commercial Vehicle? Any vehicle used to conduct a business or trade including: step vans, cargo vans, box trucks, flat beds, stake beds, buses, tractor trailers, dump trucks, wreckers, trailers, earth moving equipment, cement mixers and other similar construction equipment that has 2 or more of the following characteristics:

- ☐ Exceeds a GVWR of 10,000 lbs
- ☐ Exceeds 7 feet in height,
- ☐ Exceeds 20 feet in length,
- ☐ Has more than 2 axles,
- ☐ More than 4 tires in contact with the ground,
- ☐ Can carry more than 8 passengers,
- ☐ Designed to sell food or merchandise directly from the vehicle,
- ☐ Bears signs or markings identifying the owner or business,
- ☐ Has modifications to facilitate the carrying of goods or equipment.

Permitted By Right, No Approval Required

In residential zones two (2) commercial vehicles may be parked, provided they comply with the following regulations:

- ☐ The vehicle must be owned or operated by the resident of the dwelling.
- ☐ Only commercial vehicles that are the resident's primary means of transportation to and from their place of work are permitted to be parked.
- ☐ The vehicle shall have no more than two (2) axles and no more than four (4) tires in contact with the ground.
- ☐ The vehicle shall not exceed eleven thousand (11,000) pounds GVWR.
- ☐ The vehicle shall not exceed seven (7) feet in height from the base of the wheel to the top.
- ☐ The vehicle shall not exceed twenty-two (22) feet in length.
- ☐ The vehicle shall be parked on a durable all-weather surface.

- ☐ Any signs, logos, advertising or markings identifying the owner or registrant, trade, business, service or commodity shall be limited to not more than two (2) and each is limited to not more than six (6) square feet in area.
- ☐ The vehicle must be operable.
- ☐ The vehicle shall be parked so as not to obstruct the view of traffic from adjacent driveways or streets.
- ☐ Examples:



(commercial vehicle meeting all above criteria)



(vehicle with advertisements of less than six (6) square feet)

Permitted With Zoning Permit Issued By the Zoning Enforcement Officer

One (1) commercial vehicle meeting the following characteristics may be allowed to be parked in a residential zone with a zoning permit approval.

- ☐ The commercial vehicle must be owned or operated by the resident of the dwelling.
- ☐ Only commercial vehicles that are the resident's primary means of transportation to and from their place of work are permitted to be parked.
- ☐ The vehicle shall have no more than two (2) axles and no more than six (6) tires in contact with the ground.
- ☐ The vehicle shall not exceed twelve thousand (12,000) pounds GVWR.
- ☐ The vehicle shall not exceed eight (8) feet in height from the base of the wheel to the top.
- ☐ The vehicle shall not exceed twenty-five (25) feet in length.
- ☐ Any signs, logos, advertising or markings identifying the owner or registrant, trade, business, service or commodity shall be limited to not more than 2 and each is limited to not more than twelve (12) square feet in area.
- ☐ The vehicle shall be parked so as not to obstruct the view of traffic from adjacent driveways or streets.
- ☐ The vehicle shall be parked in a fully enclosed garage. In unusual situations where the vehicle cannot fit in a garage, the ZEO may permit the vehicle to be parked outside of a garage on a durable all-weather surface and may require screening

from view from neighboring properties or from a public right-of-way with appropriate vegetative buffering, fencing, earthen berms or a combination thereof.

- ☐ The ZEO may require applicants to submit information about the commercial vehicle on a form provided by the Town.
- ☐ The ZEO reserves the right to refer any application submitted under these regulations to the Zoning Board of Appeals under the Special Exception requirements of these regulations.
- ☐ Examples, due to logos, shown below:



(Vehicle with more than six (6) square feet in signage)



(Vehicle with six (6) tires)

Special Exceptions

By Special Exception, the Zoning Board of Appeals may permit one (1) larger commercial vehicle exceeding or not in compliance with the requirements listed above to be parked or garaged on a lot, subject to the Special Standards and Procedures of Article VIII of the Wethersfield Zoning Regulations and the following:

- ☐ The Board may require that commercial vehicles approved under this subsection shall be parked in a location that will be screened from view along the nearest property line or from a public right-of-way with appropriate vegetative buffering, fencing, earthen berms or a combination thereof.
- ☐ In considering an application for a commercial vehicle, the Board shall consider such factors as:
 - the proposed method of screening,
 - proximity to adjacent lots and buildings,
 - the size and characteristics of the vehicle,
 - the intended use,
 - the hours of operation of the vehicle,
 - other vehicles on the property, and
 - the character of the neighborhood.

- ❑ The Board may attach reasonable restrictions and conditions on any Special Exception approved under these regulations in order to maintain neighborhood residential character.
- ❑ All applications for a Special Exception shall be accompanied by:
 - a detailed description of the vehicle on a form provided by the Town that shall include: gross vehicle weight, height, total length, box length, wheelbase, model and make.
 - a color photograph of the vehicle, and
 - a site plan identifying the proposed parking area for the vehicle, proximity to adjacent buildings and any proposed screening.
- ❑ Examples of vehicles requiring ZBA approval, due to number of passengers and height, respectively:



(Limousine that is over 25 feet in length)



(Vehicle that is over eight (8) feet in height)

Commercial Vehicles in Business Zones

Commercial vehicles are permitted to be parked in business zones as an accessory use to the permitted use of the property after the issuance of Site Development Plan approval from the PZC permitting such vehicles. The Commission shall be governed by the submission requirements and review criteria of Section 3.5.5.B. of the zoning regulations.

Exempted Vehicles

The following types of commercial vehicles are exempt from these regulations and do not require approval from the Town.

- ❑ Commercial vehicles parked temporarily while engaged in providing products or services to the owner of the property or when picking up or discharging passengers.
- ❑ Vehicles used on the site of a permitted agriculture, farming, forestry, or nursery gardening use.
- ❑ Vehicles parked temporarily during active construction work at a permitted site or building construction activity authorized by these regulations.
- ❑ As used by a facility operated by the Town of Wethersfield, State or Federal Government provided the vehicles are properly stored on Town, State or Federal property.

- ☐ Emergency and utility company vehicles on call or during the course of repairs.

Prohibited Vehicles

The following vehicles are prohibited from these regulations.

- ☐ Vehicles used for transporting hazardous materials or waste.
- ☐ Vehicles/equipment, including but not limited to: backhoes, bobcats, commercial trailers, bucket loaders, bucket trucks, cranes, forklifts, wreckers, tanker trucks used for hauling liquids, front end loaders, bulldozers, buses, dump trucks, tow trucks and track vehicles.
- ☐ Tractor trailers and semi-trucks (including trucks and trailers separately).
- ☐ Vehicles equipped with refrigeration equipment.
- ☐ Vehicles in which food or beverages are stored or sold.
- ☐ Examples:



(Dump Truck)



(Bulldozer/Track Vehicle)

PETS AND LIVESTOCK*

The Town of Wethersfield allows for the keeping of pets and livestock on residential property greater in area than 8,000 square feet. The provisions of Section 3.5 of the zoning regulations establish the requirements for pets and livestock. The Town of Wethersfield has created this guide in an effort to summarize the requirements of these regulations for individuals interested in keeping pets and/or livestock on their property.

*This guide is intended for general guidance only, and does not replace the full zoning regulations and code requirements. Any questions should be directed towards the Town of Wethersfield Building Department, which can be reached at (860)-721-2840.

What Is Considered Livestock? The term livestock includes horses, cows, sheep, goats, hens, rabbits, and similar animals.

What is Considered a Livestock Unit? A livestock unit is defined as follows:

- ☐ one horse, cow, or similar large animal whose mature weight exceeds 500 pounds;
- ☐ three sheep, goats, or similar medium size animals whose mature weight is between 30 and 500 pounds; or
- ☐ fifteen hens, rabbits, or similar small animals whose mature weight is less than 30 pounds.

What is a Farm? A farm is a parcel of land of five (5) or more acres under single ownership or leasehold and used for farming. The term “farm” shall include farm buildings and accessory buildings, nurseries, orchards, ranges, pastures, greenhouses, and structures used primarily for the raising and incidental sale of agricultural and horticultural commodities. Farms are exempt from the provisions of the following guidelines, as seen in Section 3.5 of the zoning regulations.

What is Farming? The use of a farm for agricultural activities:

- ☐ including forestry; cultivation of the soil for raising and harvesting any agricultural or horticultural commodity; the raising, dairying, shearing, feeding, caring for, training and management of livestock; the production or harvesting of maple syrup or another agricultural commodity as an incident to ordinary farming operations; and the handling, packing, storing or delivery to storage or to market or the direct sale of any agricultural or horticultural commodity as an incident to ordinary farming operations.
- ☐ excluding the commercial raising of pigs, commercial slaughtering, commercial reduction of inedible animal matter, commercial kennels, or animal hospitals.

Pets Allowed Without a Permit

The keeping of dogs, cats, and other animals as pets or companions that are housed together with human occupants is Permitted by Right, and thus no permit is required.

Dog License Requirement

By state statute, all dogs over six months old must be licensed annually by June 30th of each year. All dogs must also have a current rabies vaccination. For further information regarding dog licensing, please contact the Wethersfield Town Clerk's office, which can be reached by phone at (860) 721-2800.

Livestock Allowed by Zoning Permit Approval Issued by the Zoning Enforcement Officer

Livestock is allowed (following the permit approval process by the zoning enforcement official) on residential premises solely for the personal use of the occupants or when accessory to a farm, under the following conditions:

- ☐ The keeping of livestock may include raising, breeding, instructing, training, sales, boarding, riding, driving, and other similar uses.
- ☐ The keeping of bees is permitted in conjunction with a residence.
- ☐ All livestock shall be confined in keeping areas with adequate fencing located at least 25 feet from any lot line.
- ☐ An appropriate permanent shelter shall be provided for all livestock and such shelter shall be located at least:
 - 100 feet from the street line,
 - 50 feet from a rear property line,
 - 25 feet from a side property line, and
 - 100 feet from a reservoir, pond, or watercourse.
- ☐ All manure shall be:
 - Kept in a covered, water-tight pit or chamber as approved by the Wethersfield Health Department¹.
 - Removed at least once a week during the period from May 1st to October 1st and during the other months at intervals sufficiently frequent to maintain a condition which is sanitary and free from offensive odors to the satisfaction of the Director of Health.
 - Located at least 100 feet from any street line and 50 feet from any lot line.
 - Visually screened from the street or any neighboring lot.
- ☐ Any pre-existing non-conforming fence for confining livestock may be repaired, maintained, or replaced.

¹ The Wethersfield Health Department can be reached at (860) 721-2822.

- Additional regulations of the Public Health Code, the Department of Environmental Protection, the Connecticut Department of Agriculture, and the Connecticut General Statutes may apply.

Minimum Lot Size Requirements and Permitted Livestock*

| Lot Size | Permitted Livestock |
|------------------------------|--|
| Less than 8,000 square feet | None |
| 8,000 to 20,000 square feet | Up to 5 hens, capons, rabbits, or similar small animals or birds, one sheep, or one goat |
| More than 20,000 square feet | 0.5 livestock units per acre or part thereof |

*Livestock offspring shall not apply to the calculation of livestock units until after weaning.

Prohibitions

- The raising or breeding of livestock exclusively for their pelts is prohibited.
- Kennels (sites or structures used for the keeping of animals for compensation) are prohibited except in certain commercial zones. Kennels are permitted with special permit approval by the Planning and Zoning Commission in the following business zones: General Business, Regional Commercial, and Business Park.

Permitted By Special Permit Issued By the Planning and Zoning Commission

The regulations allow the Planning and Zoning Commission to issue Special Permits for certain pets and livestock that do not comply with the regulations as stated above.

Proposed pets and livestock that do not comply with the provisions of Section 3.5. can only be permitted following the submission of an application for, and the approval of, a Special Permit by the Planning and Zoning Commission. (See Special Permit handout for details of this process.) This process involves the submission of an application to the Planning Department, notice to neighbors, and a public hearing with the Planning and Zoning Commission.

FIRST CUT/FREE SPLIT/LOT LINE REVISION AND BUILDING LOT DETERMINATION REQUIREMENTS *

The Connecticut General Statutes generally define a “subdivision” as the division of a tract or parcel of land into three (3) or more parts or lots made subsequent to the adoption of subdivision regulations. The Wethersfield subdivision regulations were adopted on March 16, 1955. Any parcel of land that has not been divided since this date and which can be divided in a manner that results in a lot that otherwise complies with the Town’s zoning requirements may be eligible for a “free split” without the need for an application and approval by the Planning and Zoning Commission. The Town requires that any proposed free split must be reviewed by Town Staff in order to insure compliance with the town’s regulations.

Major boundary adjustments that modify property lines shown on an approved, recorded subdivision map are also subject to staff review to insure conformance to the Town’s zoning regulations.

To determine that a lot is a lawful building lot, it must be demonstrated that the lot has been duly recorded by deed or included in a subdivision approved by the Commission prior to March 16, 1955.

*This guide is intended for general guidance only, and does not replace the full subdivision regulations and code requirements. Any questions should be directed towards the Town of Wethersfield Planning Department, which can be reached at (860)-721-2837.

Submission Requirements

All requests for the determination of eligibility for a free split without a subdivision (or resubdivision) approval must be submitted to the Planning Department for review with the following information:

1. A completed application form for a zoning permit.
2. The required review fee of \$100.00 check made payable to the Town of Wethersfield.
3. An affidavit prepared by an individual preferably an Attorney licensed to practice in the State of Connecticut that sets forth the legal rationale as to the specific circumstances which allow either the free split or the eligibility of the property as a building lot including the deed history of the subject property from 1966 to the present. Sample affidavits are available upon request.
4. In the case of a request for a determination whether a single-family residential dwelling may be constructed in accordance with § 3.8 of the zoning regulations, the applicant shall submit the assessor’s cards for the adjoining properties in order to determine if the property may have merged with an adjoining property.

5. For First Cut/Free Split and Lot Line revision requests four (4) paper prints drawn to a class A-2 Survey standards and which include all of the information required by Appendix B – Plot Plan Requirement of the Wethersfield zoning regulations.
6. In the case of a building lot determination request, four (4) paper prints drawn to a class A-2 Survey standards and which include all of the information required by Appendix B – Plot Plan Requirement of the Wethersfield zoning regulations.

Procedures

7. Upon the review of the above referenced information, the Zoning Enforcement Officer (“ZEO”) may either: deny the request, request that the plans are revised/modified, or approve the proposed plans. The ZEO, in making a determination, may, in his sole discretion, seek the advice and consultation of individuals including, but not limited to, the Town Attorney, Town Planner, Town Engineer, and/or other appropriate Town Staff.
8. In the case of a denial of a request, that applicant may have the right to appeal the decision to the Zoning Board of Appeals for further consideration. (See ZBA Information)
9. In the case where the ZEO requests the submission of modified plans, the applicant shall submit a revised set of four (4) paper prints drawn to a class A-2 Survey standards that address the concerns raised by the ZEO and consulting Town Staff to the Planning Department for an additional review.
10. When the plans are approved the Planning Department will contact the property owner to request that two (2) Mylar plans are prepared for submission and signature by Town staff.
11. After the molars are signed by Town staff, the applicant is required to file one (1) of the approved A-2 survey molars and a legal description of the property on the Land Records.
12. The Town will keep one (1) of the approved molars for recording in the Engineering Department. The paper prints are kept on file with the Building Department.

ACCESSORY APARTMENTS*

In 2004, the Town of Wethersfield adopted new zoning regulations that permit accessory apartments in the AA, A-1, A, B and C residential zones. The provisions of Section 3.5.3. and 10.2.B. of the zoning regulations establish the rules and the plan requirements for this type of use. The Town of Wethersfield has created this guide in an effort to summarize the requirements of these regulations for residents interested in creating an accessory apartment in their home. **This guide should also be utilized to explain your specific application and ensure compliance with regulations. If more space is required for any responses, feel free to attach additional sheets.**

*This guide is intended for general guidance only, and does not replace the full zoning regulations and code requirements. Any questions should be directed towards the Town of Wethersfield Planning Department, which can be reached at (860)-721-2837.

What is an Accessory Apartment? – A complete and separate housekeeping unit (containing cooking, bathing, and sleeping quarters) that is accessory (subordinate to and customarily incidental to) a detached single family unit.

Permitted By Zoning Permit Issued By Zoning Enforcement Official

If the proposal complies with all of the provisions of Section 3.5.3. of the zoning regulations it may be approved administratively through the Building Department's issuance of a zoning permit/building permit application. These regulations state that:

- ☐ Only one accessory apartment shall be permitted for each single-family dwelling. **Are there any accessory apartments currently located on the property?**

YES NO
- ☐ The owner of the property shall occupy either the principal dwelling unit or the accessory dwelling unit and failure to maintain owner-occupancy shall be a violation of these regulations and shall be cause for removal of the accessory apartment. **Will the owner of the property live in either the principal dwelling unit or the accessory dwelling unit?**

YES NO
- ☐ The accessory apartment shall:
 - Meet the minimum floor area requirements of the current Building Code. **Are building code requirements met?**
 - Not exceed 850 square feet or 40% of the combined floor areas of the single family dwelling and the accessory apartment, whichever is less. **What will be the square footage of the accessory apartment?**

What is the combined floor area of the single family dwelling and accessory apartment?

What is 40% of the previous number?

Is the proposed accessory apartment less than 850 square feet, or less than 40% of the combined area? (whichever number is less?)

- Be accessible from the principal dwelling by an operable door along a common wall or through a permanently enclosed breezeway. **Is the unit accessible in such a way? How?**
-

- ☐ Both the accessory apartment and the principal dwelling unit shall be serviced by public water and public sewer. **Will both units be serviced by public sewer?**

YES

NO

Will both units be serviced by public water?

YES

NO

- ☐ Upon establishment of the accessory apartment, the building shall:
 - Maintain the exterior appearance and style (roof line, roof pitch, building materials, window style and spacing, etc.) of the principal residence, and
 - Have any secondary entrance incorporated into the principal residence to reflect the architectural style of a single family unit. **What exterior changes are being made to the residence?**
-

Are the architectural styles and appearances of the original house maintained?

- ☐ Parking and access from the public right-of-way shall serve both the principal and accessory units, and shall not be distinguishable as separate facilities. **Are parking and access the same for both the principal and accessory units?**

YES

NO

- ☐ Adequate off-street parking shall be provided for the accessory apartment and the single family dwelling. At least three parking spaces are required. **Are there at least three (3) parking spaces off-street and on the premises?**

YES

NO

Referral to Planning and Zoning Commission

Be advised that the Zoning Enforcement Official may refer any application to the Planning and Zoning Commission and the Commission reserves the right to review any accessory apartment for compliance with the above requirements and act upon its findings.

Information Requirements

As part of any application to establish a home occupation or an accessory apartment, the following documentation shall be provided.

Please ensure that you have submitted these documents by checking off the corresponding boxes:

- ☐ A letter describing how the home occupation or the accessory apartment will comply with the applicable requirements of Section 3.5.3. of the zoning regulations.
- ☐ Two sets of floor plans, drawn to scale, indicating the interior use of the building after the establishment of the accessory apartment with a calculation of floor area for the existing home and accessory use.
- ☐ If deemed necessary by the Zoning Enforcement Official, two sets of a site plan, drawn to scale, showing the location of structures on the parcel, the utilities to service the home and accessory use, parking and drive areas, and any other pertinent information, both existing and proposed.
- ☐ If exterior building modifications are proposed, two sets of building elevations, drawn to scale, indicating the exterior appearance of the building both before and after the establishment of the accessory use, the type and color of siding existing and proposed, and other similar features.
- ☐ A copy of the deed for the subject parcel.
- ☐ A sworn, notarized statement from the owner indicating that the owner will reside at the subject premises.

Permitted By Special Permit Issued By the Planning and Zoning Commission

The Planning and Zoning Commission has reserved the right to review applications for accessory apartments that do not comply with the requirements of Section 3.5.3. of the Zoning Regulations.

Applications that do not comply with the provisions of Section 3.5.3. can only be permitted following the submission of an application for, and the approval of, a Special Permit by the Planning and Zoning Commission (See Special Permit handout for details of this process).

HOME OCCUPATIONS/HOME OFFICES*

In 2004, the Town of Wethersfield adopted new zoning regulations that permit Home Occupations and Home Office in the AA, A-1, A, B and C residential zones. Sections 3.5.2. and 10.2.B. of the zoning regulations establish the regulations and the plan requirements for this type of use. This guide has been created to inform applicants of requirements for home offices and occupations. **This guide should also be utilized to explain your specific application and ensure compliance with regulations. If more space is required for any responses, feel free to attach additional sheets.**

*This guide is intended for general guidance only, and does not replace the full zoning regulations and code requirements. Any questions should be directed towards the Town of Wethersfield Planning Department, which can be reached at (860)-721-2837.

What is a Home Occupation? – Any use of residential premises carried on for business or as a business by a person or persons residing on the premises.

What is a Home Office? – Any portion of a residential premises use on an occasional basis by a person or persons residing on the premises in conjunction with employment typically occurring elsewhere.

The Town has established the following requirements for home occupations/home offices:

General Requirements

Section 3.5.2 of the Wethersfield Zoning Regulations requires that any home office or home occupation shall conform to the following requirements:

- ☐ It shall be carried on only by the inhabitants of the dwelling. **Who will be operating the home occupation? Does he/she live in the dwelling?**

- ☐ It shall be operated entirely within the confines of the dwelling. **What area of the house will the business occupy?**

- ☐ It shall have adequate off-street parking for the home occupation in addition to the dwelling. **How much off-street parking can the dwelling accommodate?**

- ☐ It shall not involve the storage or delivery of significant quantities of goods or materials. **What will be stored in the residence/on the premises or delivered to the premises (relative to the home occupation)? How much of anything listed?**

- ☐ It shall not require storage of any materials or products on the premises outside of the dwelling unit. **Will anything be stored outside of the dwelling unit associated with the occupation?**

- ☐ The home occupation (and any associated parking or other activity) shall not materially change the residential character of the dwelling or the neighborhood. **Will there be any exterior alterations or additions to the existing dwelling? If so, what changes are proposed?**

- ☐ It shall not create a health or safety hazard or be considered a nuisance due to objectionable illumination, noise, smoke, odor, toxic fumes, vibration, interference with radio or television reception in the vicinity or unsightly conditions that would set the dwelling apart in its surroundings or degrade residential property values in the neighborhood. **Will the home occupation generate any additional noise, fumes, odors, refuse, or any other potentially objectionable side effects? If so, what?**

- ☐ The home occupation shall not involve any employees stationed on the premises. **How many people will be employed or associated with the occupation?**

- ☐ The home occupation shall occupy less than 25% of the gross floor area of the dwelling, and it shall be clearly secondary to the use of the dwelling for residential purposes. **What is the gross floor area of the dwelling (check tax assessor's records for the information)?**

What is 25% of the calculated gross floor area?

How much space will the home occupation occupy? Is this less than the 25% calculation?

- ☐ The home occupation shall not involve customers or clients arriving at the dwelling. **Will any customers/clients be arriving at the dwelling for any reason?**

- ☐ It shall not involve the retail sales of merchandise except for crafts or art created at the premises. **What will be sold for retail as a result of this occupation?**

- ☐ It shall not require equipment other than may be typical for a residential household, other than a loom or photographic darkroom or similar craft or art equipment. **What equipment will be required for the occupation?**

- ☐ It shall not require a commercial vehicle. **Is a commercial vehicle required?**

Minor Home Occupations May Be Permitted By Zoning Permit Issued By Zoning Enforcement Official

If the proposal complies with all of the provisions of Section 3.5.2. as stated above it may be approved administratively as a minor home occupation through the Building Department's issuance of a zoning permit/building permit application.

Be advised that the Zoning Enforcement Official may refer any application to the Planning and Zoning Commission and the Commission reserves the right to review any home occupation for compliance with the above requirements and act upon its findings.

Submission Requirements

As part of any application to establish a home occupation, the following documentation shall be provided. **Please confirm the following documents have been submitted by checking off the corresponding boxes:**

- ☐ Submission of a zoning permit application.
- ☐ Submission of the required application fee.
- ☐ A letter describing how the home occupation will comply with the applicable requirements of Section 3.5.2. of the zoning regulations.
- ☐ Two sets of floor plans, drawn to scale, indicating the interior use of the building after the establishment of the home occupation with a calculation of floor area for the residential portion of the home and that portion dedicated to the home occupation.
- ☐ If deemed necessary by the Zoning Enforcement Official, two sets of a site plan, drawn to scale, showing the location of structures on the parcel, the utilities to service the home and accessory use, parking and drive areas, and any other pertinent information, both existing and proposed.
- ☐ If exterior building modifications are proposed, two sets of building elevations, drawn to scale, indicating the exterior appearance of the building both before and after the establishment of the home occupation, the type and color of siding existing and proposed, and other similar features.
- ☐ A copy of the deed for the subject property.

Major Home Occupations (May Only Be Permitted By Special Permit Issued By the Planning and Zoning Commission)

Applications that do not comply with the provisions of Section 3.5.2. as stated above are classified as major home occupations and can only be permitted following the submission of an application for, and the approval of, a Special Permit by the Planning and Zoning Commission (See Special Permit handout for details of this process).

Signage Permitted

Section 6.3 of the zoning regulations permits the issuance by the Planning and Zoning Commission through the approval of a Special Permit a detached sign. The details of the process and application requirements are found in our signage guide.

Personal Property Declaration For Tax Assessor

Every municipality in the State of Connecticut levies a Personal Property Tax on all Business Equipment, both owned and leased, as authorized in Sec. 12-63 of the State Statutes. A “Personal Property Declaration” is required from owners of all equipment, to be filed annually with the Assessor on or before November 1. The Declaration of Personal Property is the basis for your tax assessment, and failure to file or an improper filing, will result in an estimated assessment and 25% penalty.

As a new business, a complete list of all furniture, fixtures, and equipment is required. This will become the basis for all future additions, deletions, and depreciation of the business equipment. You are also required to list the owners & details of all leased equipment, so that this equipment is not charged to your business.

If you have any questions, or need any additional information please do not to hesitate to contact the Assessor’s Office at (860) 721-2810.

Trade Name Certificate with Town Clerk

Connecticut State Law requires that anyone conducting business under an assumed name must file a Trade Name Certificate in the Town Clerk’s Office in the town where business is being conducted.

All persons who are authorized to sign on behalf of the business must sign their name on the Trade Name Certificate.

The trade name filing requirement does not apply to:

- 1) **Partnerships**, if the partnership name includes the true Surname of at least one of the persons composing said partnership;
- 2) **Limited Partnerships** which have registered with the Secretary of State;
- 3) **Limited Liability Companies** which have registered with the Secretary of State.

Note: A Trade Name Certificate does not protect that name from being used by someone else. The penalty for failure to file a Trade Name Certificate is \$500.00.

Trade Name Terminations

Recorded Trade Names are permanent records. Trade Name Termination forms must be filled out and recorded when the business ceases to operate. All parties that filled out the original Trade Name Certificate must sign the Trade Name Termination form.

FEES

| | |
|-----------------------------------|---------|
| Trade Name Certificate Filing Fee | \$ 5.00 |
| Fee for Notarizing Certificate | \$ 5.00 |
| Trade Name Termination Filing Fee | \$ 5.00 |
| Certified Copies | \$ 3.00 |

INLAND WETLANDS PERMITS

The Town of Wethersfield has special regulations for any development that occurs on property with inland wetlands. In order to do work in a designated wetland or watercourse (or when a development will affect a wetland or watercourse) permits from the Inland Wetlands and Watercourses Commission (IWWC) need to be applied for. This handout is designed to give specific information on the permitting process. In addition, when the cumulative disturbed area exceeds one half acre, an Erosion and Sedimentation Control Plan shall be submitted for approval and certification.

*This guide is intended for general guidance only, and does not replace the full wetlands regulation and code requirements. Any questions should be directed towards the Town of Wethersfield Engineering Department, which can be reached at (860)-721-2850.

What are Wetlands? Wetlands are defined as land, including submerged land, not regulated pursuant to Sections 22a-28 through 22a-35, inclusive, of the Connecticut General Statutes, as amended, which consists of any of the soil types designated as poorly drained, very poorly drained, alluvial and/or floodplain by the National Cooperative Soils Survey, as it may be amended from time to time, by the Natural Resources Conservation Service of the U.S. Department of Agriculture (USDA). Such areas may include filled, graded, or excavated sites which possess an aquic (saturated) soil moisture regime as defined by the USDA Cooperative Soil Survey.

What are Watercourses? Watercourses are defined as rivers, streams, brooks, waterways, lakes, ponds, marshes, swamps, bogs, and all other bodies of water, natural or artificial, vernal or intermittent, public or private, which are contained within, flow through or border upon the Town or any portion thereof not regulated pursuant to sections 22a-28 through 22a-35, inclusive, of the Connecticut General Statutes. Intermittent watercourses shall be delineated by a defined permanent channel and bank and the occurrence of two or more of the following characteristics: (a) evidence of scour or deposits of recent alluvium or detritus, (b) the presence of standing or flowing water for a duration of longer than a particular storm incident, and (c) the presence of hydrophytic vegetation.

What is a Regulated Area?- All areas within the Town of Wethersfield containing inland wetlands and/or watercourses, as defined in these regulations or the Connecticut General Statutes, those areas stream-ward of established local encroachment lines, and those areas which lie at or below the limits of the one-hundred-year flood, as defined by the Federal Emergency Management Agency Flood Insurance Study, effective date: September 26, 2008. "Regulated Areas" are generally shown on the maps entitled "Official Inland Wetlands and Watercourses Map," CGS Topographic Series, Wethersfield, dated July 1, 1986 and as hereinafter revised or amended. In each instance, however, the actual type of soil or character of the area, or elevation of the land for flood plain delineation, as determined by the Inland Wetlands Commission or its designated agent, shall determine the "Regulated Area."

Application Process

When a proposal is presented that requests to develop land containing wetlands/watercourses, or is located in a flood area, or is proposed to drain into a wetland, or if the proposal will likely affect a wetland, a permit from the Inland Wetlands and Watercourses Commission (IWWC) may be required. If this is the case, the permit should be applied for prior to applying to the Planning and Zoning Commission, as the IWWC must decide on the application before the Planning and Zoning Commission can make their decision.

Preliminary determination about whether or not an application contains or will impact wetlands can most likely be reached when meeting with town staff about the application, or by a field visit conducted by the Wetlands Agent. If it is determined that wetlands/watercourse delineation is required, it must be field located by a soil scientist and plotted on the site plan by a land surveyor.

If wetlands are present on the property, or the activity will impact a wetland, the proposal can be reviewed and/or proposed in the following four ways:

Administrative Ruling-The Wetlands Agent will make a site visit and determine that there will be no wetlands impact and no further application will be required.

Referral to Inland Wetlands Commission-The Wetlands Agent may refer the project to the IWWC. At a meeting, the IWWC will decide if the applicant will be required to submit an actual application.

Application-If the proposed activity is likely to impact a wetland/watercourse, the applicant will be required to obtain a wetlands permit. The requirements for applications are listed in detail in the Wetlands Regulations, and are summarized below. The IWWC has 65 days from date of receipt of an application to make a decision.

Application Requiring a Public Hearing-Applications will require a public hearing in the following cases:

- The proposal is deemed a “significant activity” by the Commission;
- The Commission decides a public hearing would be in the public interest; or
- A petition requesting a public hearing is submitted by 25 persons or more within 15 days of the date of receipt on the application.

The applicant may be requested to submit more detailed and extensive information on the proposal if it is deemed a “significant activity.”

The IWWC must hold a public hearing within 65 days of the date of receipt of an application and close the hearing within 35 days. The Commission then has an additional 35 days to make a decision on the application.

Application Requirements

Applications for Wetlands permits shall be filed on a form provided by the IWWC, which is available in the Engineering Department at the Town Hall. Application instructions are readily available on said form, and will include the following information:

- Applicant's name, home and business address, and telephone numbers
- Land owner's name (if not the applicant), home and business address, telephone numbers, and written consent to the proposed activity set forth in the application
- Applicant's interest in the land
- Geographical location of the property affected by the proposed activity, including a description of the land in sufficient detail to allow identification of the property on the Inlands Wetlands and Watercourses Map
- Purpose and description of the proposed activity and proposed erosion and sedimentation controls and other management practices and mitigation measures which may be considered as a condition of issuing a permit for the proposed regulated activity including, but not limited to, measures to prevent or minimize pollution or other environmental damage, maintain or enhance existing environmental quality, or restore, enhance, and create productive wetlands or watercourses resources
- Alternatives considered by the applicant and why the proposal to alter wetlands as set forth in the application was chosen
- Site plan showing existing and proposed conditions in relation to wetlands and watercourses and identifying any further activities associated with, or reasonably related to, the proposed activity which are made inevitable by the proposed regulated activity and which may have an impact on wetlands and watercourses
- Assurance by written certification of a professional engineer registered to practice in the State of Connecticut that the flood-carrying capacity within the altered or relocated position of any floodway is maintained
- The applicant will notify the State Coordinator's Office and the Federal Insurance Administration prior to any relocation or alteration of a floodway and submit copies of such notification to the Agency.
- Names and mailing addresses of adjacent land owners
- A statement by the applicant that the applicant is familiar with all the information provided in the application and is aware of the penalties for obtaining a permit through deception or through inaccurate or misleading information
- Authorization for the members of the Designated Agents of the Agency to inspect the subject land, at reasonable times, and after a final decision has been issued,
- Any other information the Agency deems necessary to the understanding of what the applicant is proposing
- Submission of the appropriate filing fee

EROSION AND SEDIMENTATION CONTROL CERTIFICATIONS*

Large developments can have severe effects on the soil and water resources in the nearby area. To protect against this, The Town of Wethersfield requires that every development shall include and maintain measures to minimize soil erosion and sedimentation resulting from land development. Unless modified by the Commission, measures for controlling erosion and sediment shall equal or exceed those laid out in the *Connecticut Guidelines for Soil Erosion and Sediment Control* (DEP, 2002).

In addition, if the cumulative disturbed area exceeds one-half acre or is located within the Connecticut River Assembly Conservation Zone, erosion and sediment control plans shall be submitted. If this is the case, no building permit shall be issued and no site work shall be started until the Commission has determined that the erosion and sedimentation control plan complies with the standards mentioned above.

*This guide is intended for general guidance only, and does not replace the full wetlands regulation and code requirements. Any questions should be directed towards the Town of Wethersfield Engineering Department, which can be reached at (860)-721-2850.

What is an Erosion Certification? An erosion and sedimentation control certification is a signed, written approval by the Inland Wetlands and Watercourses Commission that the Soil Erosion and Sediment Control Plan as presented complies with minimum acceptable standards established in the publication entitled “2002 Connecticut Guidelines for Soil Erosion and Sediment Control” as amended.

Application Process

If a Soil Erosion and Sediment Control Plan is required, it shall include the following information:

— A narrative describing:

- The development
- The schedule for grading and construction activities including:
 - The start and completion dates,
 - The sequence for grading and construction activities,
 - The sequence for installation and/or application of soil erosion and sediment control measures, and
 - The sequence for final stabilization of the project site.
- The design criteria for proposed soil erosion and sediment control measures and stormwater management facilities,
- The construction details for proposed soil erosion and sediment control measures and stormwater management facilities,

- The installation and/or application procedures for proposed soil erosion and sediment control measures and stormwater management facilities, and
- The operation and maintenance program for proposed soil erosion and sediment control measures and stormwater management facilities.
- A site plan at sufficient scale to show the following:
 - The location of the proposed development and adjacent properties,
 - The existing and proposed topography, including soil types, wetlands, watercourses, and water bodies,
 - The existing structures on the project site, if any,
 - The proposed area alterations, including cleared, excavated, filled, or graded areas and proposed structures, utilities, roads, and if applicable, new property lines,
 - The location of and design details for all proposed soil erosion and sediment control measures and stormwater management facilities,
 - The sequence of grading and construction activities,
 - The sequence for installation and/or application of soil erosion and sediment control measures and stormwater management facilities, and
 - The sequence for final stabilization of the development site.
- Any other information deemed necessary and appropriate by the applicant or requested by the Inland Wetlands and Watercourses Commission, or its Designated Agent.

DESIGN REVIEW ADVISORY COMMITTEE APPLICATIONS*

There are several types of applications that require evaluation by the Design Review Advisory Committee. Five types of proposals fall into this category: new construction of a multi-family residential structure of four (4) or more units, a special residential development (SRD), new construction of a non-residential structure, any significant exterior building change or other site improvement which requires site plan or design review, and signs.

While the Design Review Advisory Committee does not make official rulings, it does write a recommendation to the Planning and Zoning Commission with any suggestions. It is recommended to submit preliminary or conceptual plans to the Committee for review and comment prior to a formal submission to the Commission. In this case, the Committee shall submit a report, together with its recommendations and suggestions, to the applicant no later than 20 days after the proposal was received.

*This guide is intended for general guidance only, and does not replace the full zoning regulations and code requirements. Any questions should be directed towards the Town of Wethersfield Planning Department, which can be reached at (860)-721-2837.

Application Requirements

When an application is required to be seen by the Design Review Advisory Committee, the following list of items must be submitted at least ten (10) days prior to the proposed meeting. Ten (10) copies of each item listed below must be submitted.

- Design Review Form
- Site Plan, including the following details:
 - Existing trees greater than 12 inches in caliper
 - Rock outcrops and tree lines
 - Refuse disposal areas and screening details
 - Existing and proposed buildings
 - Walls and fences
 - Existing and proposed roads and driveways
 - Loading areas
 - Parking areas and calculations
 - Interior traffic circulation
 - Location of streets
 - Drainage
 - Fire lanes

- Pedestrian circulation
- Landscaping plans and calculations
- Color photographs taken from a street view of the property and surrounding properties showing buildings, parking, loading and landscape areas in relation to the public street and adjoining properties. Panoramic photos are ideal, as they show the proposed property in relation to other properties in the area.
- Exterior building elevations of all sides of the proposed structures showing: all fenestrations, building materials, colors, signs, and architectural features. In a case of the alteration to a building, the existing building as well as the proposed addition should be shown.
- Floor plans of all buildings
- Samples of the building materials and colors
- Color renderings if necessary
- The height, locations, fixture design, and intensity of all exterior lighting; expected illumination off site
- The height, locations, dimensions, type, color, materials, illumination and design of all signs
- Perspective drawings to show relationship after development of the site to off-site features, if necessary
- Proposed landscaping plan showing the location of all landscaping with the species, size and shape of all plantings
- All artwork, sculpture, fountains and other ornamental or decorative features visible from surrounding properties
- All provisions for and design of the following appurtenances if visible from the exterior:
 - Balconies, sunshades, awnings, louvers, roof leaders, downspouts, utility lines/meters/boxes
 - Loading docks, loading spaces, stairs, ramps, refuse storage and pickup areas, visible mechanical equipment, flues, chimneys exhaust fans

Evaluation Criteria

When the Design Review Advisor Committee examines proposals, it bases its recommendations on the following criteria:

- Relationship of Buildings to Site-All site components shall be compatible with the site and adjoining properties.
- Relationship of Buildings and Site to Adjoining Area-Adjacent buildings shall be made compatible in texture, lines and massing and monotony shall be avoided.
- Landscape and Site Treatment-New plant materials shall be provided and existing features shall be preserved in order to enhance features and provide shade.
- Building Design-Materials, textures and color used on the exterior walls and roofs shall emphasize New England style architecture and shall be in harmonious character with adjoining buildings. Architectural style is not restricted and monotony of design shall be avoided.

- Miscellaneous Structures and Street Hardware-Miscellaneous structures shall be designed to be compatible with the architectural and landscape design.
- Signs-Signs shall be designed to be coordinated with the building design and compatible with adjoining premises. Sign content shall be limited to the minimum needed to convey the sign's message.
- Maintenance-Planning and Design Factors-Quality materials and finishes shall be selected for durability and wear and to maintain a good appearance.

Once an application has been heard by the Committee, the Committee has until five (5) days prior to the Planning and Zoning meeting which follows to submit a written recommendation, along with any suggestions that may have been made. The Planning and Zoning Commission will take these considerations seriously when making their own determination on an application.

HISTORIC DISTRICT CERTIFICATE OF APPROPRIATENESS*

If an applicant is proposing an application for property in the Historic District of Wethersfield, a Certificate of Appropriateness must be approved prior to gaining approval from the other required Commissions or Boards. The Historic District Commission is intended to “preserve and protect the many architectural phases of a Connecticut River community in continual growth from the year 1634,” and as such is tasked with ensuring that buildings in the Historic District retain their historical values.

Any application falls under HDC review when any proposed activity will be visible from general public view (public view is not limited to public streets, sidewalks, and parks, but includes any place customarily open to the public, such as private parking lots). A building or structure hidden by landscape work is considered to be in public view if it would be visible without such landscaping.

Many types of proposals require a Certificate of Appropriateness in the Historic District. To determine whether or not a specific activity would require a Certificate, please contact the Historic District Commission Coordinator.

*This guide is intended for general guidance only, and does not replace the full Historic District regulation and code requirements. Any questions should be directed towards the Historic District Commission staff liaison, who can be reached at (860)-721-2836.

Application Process

If it is determined that an application will require Historic District Commission approval, there are several steps to follow, some recommended and some required. Firstly, a pre-application meeting may be set up, very similar in nature to the pre-application meetings for the Planning and Zoning Commission. These meetings may also be attended by contractors, architects, and other consultants, and are held at the regularly schedule HDC meeting times. Topics that can be discussed at this meeting include: determination if Certificate of Appropriates is required; proposed scope of work; clarification of application procedures, review of preliminary plans, specifications, and/or photos; identification of additional materials necessary for submittal; and advice on appropriate design and materials. The only decision that the Commission can make at this meeting is whether or not a Certificate of Appropriateness is required.

Following the pre-application meeting (if requested), the applicant will submit the official application, along with the following supporting materials:

- Sketch perspective drawing of proposed work
- Scale drawings and plans of existing property (minimum scale of 1/4"=1" is recommended)
- Architectural drawings (elevations) of all changed building facades and relevant site features (scale of 1/4"=1" is recommended)

- Detailed drawings and specifications for lighting, signage, and other related fixtures, showing size, materials, colors, lighting sources, etc.
- Copies of product literature (anything that is intended to be installed)
- Detailed site plan showing proposed changes (scale of 1/4"=1" is recommended)
- Sketch site plan showing proposed site change in relationship to adjacent properties (scale of 1/4"=1" is recommended)
- Photographs showing all facades and related buildings and structures on the property
- Photographs showing nearby structures and the spatial relationships of these buildings within the immediate neighborhood. These photographs should be arranged to show the entire street frontage for at least 2 successive properties in all pertinent directions

If demolition is proposed:

- A written statement of the proposed condition and appearance of the subject property after demolition or removal. Such statement shall include an explanation of the practical difficulty and hardship which precludes preservation of the structure. The applicant must demonstrate that there is no prudent alternative to demolition or removal.
- Copy of all applications and approvals required by other jurisdictions for demolition or removal of a designated historic structure, including but not necessarily limited to the Connecticut Historic District Commission.

All HDC applications require a public hearing. These hearings take place at the regularly scheduled dates and times. Public hearing information can be found in the section of this handbook entitled "What Happens at a Public Hearing/Public Meeting?"

When deciding on an application, the Commission considers various aspects of the proposed project, including:

- The relationship of the proposal to its immediate streetscape, and to the district as a whole, in terms of size, scale, massing and proportions.
- Compatibility with the characteristic styles and building traditions of the subject property itself, and of its immediate neighborhood, and of the district as a whole, in terms of general design, massing proportion, arrangement, materials, texture, and architectural features.
- The unique architectural and historic contribution of the subject property and its immediate neighborhood.

In addition to these general decision points, the Commission also uses a variety of other objectives and criterion. *Part II-Design Guidelines* of the Historic District Commission Handbook goes into greater detail on these specific points of interest to the Commission.

The Commission must vote a final decision on an application within 65 days of receipt of said application. Decisions must be made by at least three members of the Commission voting in favor or against the application. All decisions will be in writing, and may include stipulated conditions for approval and shall include all reasons for any denial.

NOISE CONTROL*

The Town of Wethersfield enforces noise level control, as spelled out in Chapter 105 of the Wethersfield Town Ordinances. This handout attempts to summarize the regulations set forth in said chapter of the Ordinances.

*This guide is intended for general guidance only, and does not replace the full Town Ordinances and code requirements. Any questions should be directed towards the Town of Wethersfield Police Department, which can be reached at (860)-721-2900.

Unlawful Noise Levels

The following table provides a listing of maximum noise levels (in decibels) allowed in different zones. Measurements to determine compliance with the following table shall be taken at a point that is located more or less one foot beyond the property line of the noise emitter's premises and within the noise receptor's premises.

| Zone Where Noise is Emitted | Zone Where Noise is Heard | | | |
|---|---------------------------|---|---|---|
| | Business Park, Office | Village Business, Town Center, General Business, Regional Commercial | Residential (Daytime Hours, 7:00am-10:00pm Monday to Saturday, 9:00am-10:00pm Sunday) | Residential (Nighttime Hours, 10:00pm-7:00am Sunday night to Friday night, 10:00pm-9:00am Saturday into Sunday) |
| Business Park, Office | 70 | 66 | 61 | 51 |
| Village Business, General Business, Town Center, Regional Commercial | 62 | 62 | 55 | 45 |
| Residential | 62 | 55 | 55 | 45 |

Exceptions

The following listing is exempt from the noise requirements listed in the previous table:

- Natural Phenomena
- Bells/Chimes from any building clock, school, or church
- Sirens, whistles, or bells lawfully used by emergency vehicles or any other alarm systems used in emergency situations
- Public emergency sound signals
- Warning devices required by the Occupational Safety and Health Administration or other state and federal safety regulations

- Farming equipment or farming activity
- An emergency
- Snow removal equipment
- Noise generated by any construction equipment which is operated during daytime hours, provided that the operation of construction equipment during nighttime hours shall not exceed the maximum noise levels specified in the above table
- Noise from domestic power equipment operated during daytime hours
- Noise from demolition work conducted during daytime hours, provided that when considered emergency work, demolition shall be exempted at all times from the noise levels set forth above
- Noise created by any aircraft flight operations which are specifically preempted by the Federal Aviation Administration
- Noise created by any recreational activities which are permitted by law and for which a license or permit has been granted by the Town, including but not limited to parades, sporting events, concerts and fireworks displays
- Noise created by blasting other than that conducted in connection with construction activities, provided that blasting is conducted between 8:00 a.m. and 5:00 p.m., at specific hours previously announced to the local public and provided that a permit for such blasting has been obtained from local authorities
- Noise created by leaf, refuse, and solid waste collection, provided that the activity is conducted during the hours specified in the Town Code or during daytime hours
- Noise created by fire or intrusion alarm provided that the alarm does not emit sound for more than ten minutes on a vehicle, or thirty minutes on a building or structure
- Public-address systems used in election campaign activities during daylight hours only

Variances

Any person living or doing business in Wethersfield may apply to the Chief of Police for a variance from one or more of the provisions of this chapter which are more stringent than the Connecticut Department of Environmental Protection regulations for the control of noise, provided that the applicant supplies all of the following information to the Chief of Police at least 20 days prior to the start of the activity for which the variance is sought:

- (1) The location and nature of the activity.
- (2) The time period and hours of operation of said activity.
- (3) The nature and intensity of the noise that will be generated.

No variance from this chapter shall be granted unless it has been demonstrated that:

- (1) The proposed activity will not violate any provisions of the Connecticut Department of Environmental Protection regulations;
- (2) The noise levels generated by the proposed activity will not constitute a danger to the public health; and
- (3) Compliance with this chapter constitutes an unreasonable hardship on the applicant.

The application for a variance shall be reviewed and approved or rejected at least five days prior to the start of the proposed activity. Approval or rejection shall be made in writing and shall state the condition(s) of approval, if any, or the reason(s) for rejection.

- Failure to rule on an application within the designated time shall constitute approval of the variance.

Special Permit Approval Guidance

Uses and activities permitted through a Special Permit are not permitted as of right but may be allowed if certain additional standards and conditions are met and the Commission grants approval after a public hearing and review process. Special Permits also require neighborhood notification in order to provide neighbors with the opportunity to review and comment on the application. The Planning and Zoning Commission can decide whether or not to grant a special permit based on the merits of the application, and how the proposed use will impact the neighborhood. When reviewing an application for a special permit, the following criteria shall be evaluated:

1. Suitable Location:

- That the location and size of the proposed use or activity will be in harmony with the orderly development of the area and compatible with other existing uses.
- That the nature and intensity of the use or activity in relation to the size of the lot will be in harmony with the orderly development of the area and compatible with other existing uses.

2. Neighborhood Compatibility:

- That the design elements of the proposed development are attractive and suitable in relation to the site characteristics, the style of other buildings in the immediate area, and the existing and probable future character of the neighborhood in which the use is located.
- That the proposed use or activity will not alter the essential characteristics of the area or adversely affect property values in the neighborhood.
- That adequate provision has been made for the maintenance of the proposed development (structures, streets, and other improvements).

3. Appropriate Structures and Landscaping:

- That the kind, size, location, height, and design of any structures and the nature and extent of the landscaping on the lot are appropriate for the use or activity, the proposed site, and in relation to other structures in the vicinity.
- That the proposed structures will not hinder or discourage the appropriate use of adjoining property or diminish the value thereof.

4. Suitable Access and Parking:

- That streets providing access to the proposed use or activity are adequate in width, grade, alignment and visibility and have adequate capacity for the additional traffic generated by the proposed use.
- That the entrance and exit driveways are laid out to achieve maximum safety, especially with regard to managing access onto roads and streets.
- That the proposed use or activity shall have easy accessibility for fire apparatus and police protection and is laid out and equipped to further the provision of emergency services.

- That the parking and loading facilities are adequate and properly located.

5. Overall Circulation:

- That the proposed use or activity will not impede implementation of the Circulation Plan of the Wethersfield Plan of Conservation and Development.

6. Adequate Public Utilities:

- That the water supply, the sewage disposal, and the storm water drainage shall conform with accepted engineering practices, comply with all standards of the appropriate regulatory authority, and not unduly burden the capacity of such facilities.

7. Environmental Protection and Conservation:

- That the proposed plans have provided for the conservation of natural features, drainage basins, the protection of the environment of the area, and sustained maintenance of the development

8. Consistent with Purpose:

- That the proposed use or activity will not have any detrimental effects upon the public health, safety, welfare, convenience, or property values.
- That the proposed use will not conflict with the purposes of the Wethersfield Zoning Regulations.
- That the proposed use or activity will further the goals, objectives, and policies and will be consistent with the recommendations of the Plan of Conservation and Development.

9. Other Considerations:

- That the location and type of signs or lighting for the proposed use or activity are compatible with these considerations.
- That the proposed use or activity will provide adequate landscaping and screening for the protection of abutting uses.
- That the proposed development contains appropriate provisions for pedestrians, bicyclists, and handicapped persons within the development and along public streets and, where appropriate, that adequate provision has been made for transit service.
- That the use will enhance community development and not result in excessive numbers or proximity of like uses, incompatibility with neighboring uses, lack of public need, or other conditions that the Commission finds would impair the vitality and character of surrounding uses and properties or dramatically alter the development pattern of the community.
- That the use will not have negative impacts on neighboring towns or on the region.

In keeping these considerations, the Commission may choose to grant a special permit with stipulations as are reasonable and necessary to protect or promote the public health, safety, or welfare, as well as property values, the environment, sound planning and zoning principles, improved land use, site planning and land development, or better overall neighborhood compatibility. The Commission may also limit the time during which the special permit shall remain valid, if it is believed that conditions could change over time.

Application Forms

The remainder of this document contains several of the various application forms which must be submitted for various types of proposals. Please note that if an application form that you require is not listed here, it can be found in the appropriate department of the Town Hall. The application forms presented herein are listed below, in the following order:

- Land Use Application (for special permits, site plans, design reviews, subdivisions, zone changes, lot splits/first cuts, and other uses).
- Pre-Application Review Form (if a staff/Commission meeting is requested prior to official submission of application).
- Administrative Sign Application (for signs, new or revised)
- Neighbor Notice Form (the form that must be sent to notify neighbors of pending action).
- Design Review Advisory Committee Review Form (if applications require Design Review).
- Historic District Certificate of Appropriateness Application
- Wetlands Applications



**TOWN OF WETHERSFIELD
PLANNING AND
ECONOMIC DEVELOPMENT DEPARTMENT
LAND USE APPLICATION**

OFFICE USE ONLY

Date
Received _____
Application
No. _____

Applicant's Name: _____ **Telephone Number:** _____

Address: _____

Fax Number _____ E-Mail Address _____

Property Owner: _____ Telephone Number: _____

Address: _____

Property Address: _____

Zoning District: _____ Map/Block/Lot # _____

Is the Property Located within 500 feet of another municipality? Yes No

Type of Application: (Check box)

FEE:

| | | |
|-----|----------------|---|
| [] | Special Permit | \$200.* Plus \$25/1,000 s.f. GFA Or \$25/dwelling unit |
|-----|----------------|---|

| | | |
|-----|-----------------------------|---|
| [] | Site Plan and Design Review | \$200.* Plus \$25/1,000 s.f. GFA Or \$25/dwelling unit |
|-----|-----------------------------|---|

| | | |
|-----|-------------------------|---------|
| [] | Minor/Amended Site Plan | \$100.* |
|-----|-------------------------|---------|

| | | |
|-----|----------------------|----------------------|
| [] | Subdivision Approval | \$200.* and \$50/Lot |
|-----|----------------------|----------------------|

| | | |
|-----|-------------------------|----------------------|
| [] | Re-subdivision Approval | \$200.* and \$50/Lot |
|-----|-------------------------|----------------------|

| | | |
|-----|----------------|---------|
| [] | Change of Zone | \$250.* |
|-----|----------------|---------|

| | | |
|-----|---|------|
| [] | Zoning Letter/Certificate of Zoning Compliance- Residential | \$25 |
|-----|---|------|

- Commercial \$75

| | | |
|-----|----------------------|-------|
| [] | Lot Splits/First Cut | \$100 |
|-----|----------------------|-------|

[] Other (Specify) _____

* An additional \$60 State Fee is required for these applications. If a Public Hearing is required an additional \$50 sign deposit fee is required. All checks should be made payable to "Town of Wethersfield".

I am requesting approval for a _____ under the provisions of
Section _____ of the Wethersfield Zoning Regulations. The application is further defined as:

Submit (16) copies of all data and maps for applications to the Planning and Zoning Commission.

I hereby certify that the above information and plans submitted are true and correct. The undersigned hereby authorizes the application requested and authorizes Town of Wethersfield staff and members of the Commissions the right to enter upon the subject property for the purposes of inspection associated with this application.

SIGNATURE OF APPLICANT(S)

SIGNATURE OF PROPERTY OWNER (S)
(Or attach purchase/lease agreement or letter
consenting to this application)



TOWN OF WETHERSFIELD
DEPT. OF PLANNING AND ECONOMIC DEVELOPMENT
505 SILAS DEANE HIGHWAY
WETHERSFIELD, CONNECTICUT 06109
(860) 721-2837 FAX (860) 721-2843

PRE-APPLICATION REVIEW FORM

Project Title _____
Property Address _____
Existing Zoning _____ **Site Acreage** _____

Property Owner _____
Address _____
Telephone _____ **Fax** _____

Applicant/Agent Name _____
Address _____
City/State/Zip _____
Telephone _____ **Cell** _____ **Fax** _____
E-mail _____ @ _____

Describe Project: (Attach written narrative or letter if necessary) _____

It is suggested that the following information is submitted with this form:

| | | |
|--------------------|---------------------------|------------------------------|
| _____ Site Plan | _____ Building Floor Plan | _____ Exterior Elevations |
| _____ Photographs | _____ Landscape Plans | _____ Lighting Plans/Details |
| _____ Sign Details | _____ Material Listing | |

I understand that in accordance with C.G.S Section 7-159b I have requested a pre-application review with the Town of Wethersfield and I further understand that neither any plan or ideas presented, nor the comments made by any Commission member or staff are binding in the event an application is made later. I understand that the pre-application review shall be considered only informational and advisory in nature and no development rights shall attain to the review or consideration of any proposed project. The filing of a pre-application review is not a formal development application and does not initiate the processing time frames of the Connecticut General Statutes.

Applicant's Signature:

Date:



TOWN OF WETHERSFIELD
DEPT. OF PLANNING AND ECONOMIC DEVELOPMENT
505 SILAS DEANE HIGHWAY
WETHERSFIELD, CONNECTICUT 06109
(860) 721-2837 FAX (860) 721-2843

ADMINISTRATIVE SIGN APPLICATION

Street Address of Sign: _____ Zoning District: _____

Is this a new business/business owner? (circle one) Yes or No

Name of Property Owner: _____ Phone: _____

Name of Applicant: _____ Phone: _____

Mailing Address of Applicant: _____

The following support information **MUST** be submitted along with a complete application:

- Rendering to scale of the proposed sign with the dimensions and colors
- Each sign requires a separate application
- A site plan or elevation drawing depicting the sign location and landscaping
- Information regarding existing signage (type, location, square footage)
- \$25.00 fee for each sign (cash or check made payable to the "Town of Wethersfield")

PLEASE CHECK BELOW THE APPLICABLE PROPOSED SIGN TYPE

| | | | |
|---|--|---|---|
| <input type="checkbox"/> Awning/Canopy | <input type="checkbox"/> Gas Station Product Sign | <input type="checkbox"/> Off premise Event | <input type="checkbox"/> Temporary Sign |
| <input type="checkbox"/> Bulletin Board | <input type="checkbox"/> Open | <input type="checkbox"/> Historic Marker | <input type="checkbox"/> Wall Sign |
| <input type="checkbox"/> Sponsorship | <input type="checkbox"/> Government/Historic Org. | <input type="checkbox"/> Portable Sign | <input type="checkbox"/> Civic Organization |
| <input type="checkbox"/> Detached Sign | <input type="checkbox"/> Menu Board | <input type="checkbox"/> Real Estate Development Sign | <input type="checkbox"/> Special Event |

PROVIDE THE FOLLOWING INFORMATION AS IT APPLIES TO THE PROPOSED SIGN TYPE:

Is This a Face Replacement Only? (circle one) Yes or No If yes, proceed to signature.

Sign Construction Materials: _____

Dimensions: _____ ft x _____ ft Height from Ground to Bottom of Sign: _____ ft

Sign Area _____ Sq Ft Distance from Property Line: _____ ft

Linear Business Frontage: _____ ft Distance from the Curb: _____ ft

Extension from Wall: _____ ft Street Frontage of Property _____ ft

Does the Site already have a Detached Sign? (circle one) Yes or No

Will the sign be illuminated? (circle one) Yes or No

If yes, how will the sign be illuminated? (circle one) Externally or Internally

Dates for use of temporary sign: From _____ until _____

APPLICANT'S SIGNATURE

DATE

PROPERTY OWNER'S SIGNATURE

DATE



TOWN OF WETHERSFIELD
DEPT. OF PLANNING AND ECONOMIC
DEVELOPMENT
505 SILAS DEANE HIGHWAY
WETHERSFIELD, CONNECTICUT 06109
P (860) 721-2837 F (860) 721-2843

PUBLIC NOTICE REQUIREMENTS

You have submitted an application that requires a public hearing as part of the review process. This application requires several levels of public notice by the Town and by you as the applicant. This notice is designed to inform the general public and neighbors about the nature of your project. This notice must occur prior to the hearing and you must follow the specific requirements listed below. Failure to do so will result in a delay in the processing of your application. Be advised of the following:

Neighbor Notification

1. The Town will provide you with a form that you must complete and mail to the neighbors that surround the property subject to your application. The **applicant** should coordinate the completion of the neighbor notification form with the Planning Department staff.
2. After the application has been filed the **Town** will provide a list of neighboring property owners that must be notified.
3. The **applicant** shall mail by certificate of mail, a notice of the application to all owners of land within three hundred (300) feet of the tract of land that is subject of the application. The **applicant** must mail the neighbor notice not less than **ten (10) days prior to the hearing date**.
4. The **applicant** shall include a **return address** on all mailings.
5. The **applicant** shall submit to the Clerk of the Commission at the Planning Department at least **five (5) days** prior to the date of the hearing evidence of the required mailing in the form of U.S. Postal Service Certificate of Mailing.

Public Hearing Notice Sign

6. The **applicant** must submit a deposit of \$50 that will be returned to the applicant upon the return of the sign. Checks should be made payable to the "Town of Wethersfield".
7. The **applicant** shall post a public hearing notice sign on the property subject to the application **not less than ten (10) days** before the hearing. The **Town** shall provide the sign. The sign shall be located in the front yard not more than five (5) feet from any street line and clearly visible to the general public. (A public hearing notice sign that is structurally attached to an existing building or fence shall be exempt from the setback provisions).
8. The **applicant** shall maintain the notice sign in place and in good condition throughout the application review period which shall extend through and until the final decision on the application is issued, when the sign shall be promptly removed and returned to the Town by the **applicant**.

Hearing Date _____

No later than:
Public Hearing Notice Sign
Date _____

No later than:
Certificate of Mailing Date _____

NEIGHBOR NOTIFICATION

Dear Property Owner:

Date: _____

Please be advised that the Town has received an application for the project described below. This notice is being sent to surrounding property owners in order to encourage public participation in the review process. Please be advised that you can review the file on this application in Town Hall, you are invited to attend and speak at this public hearing or you can submit your comments in writing:

A Public Hearing has been scheduled before the Wethersfield Planning and Zoning Commission on:

Date: Tuesday, _____

Time: 7:00 P.M.

Location of Meeting: 505 Silas Deane Highway – Town Hall Council Chambers

Application Number: _____

Address of Property: _____

Regarding an application by: _____

The property is owned by: _____

Name of Business or Development: _____

Description of Application:

Copies of the application and supporting documentation are on file and you can address your comments and questions on this application to: the Planning and Economic Development Department, Town Hall, 505 Silas Deane Highway, Wethersfield, Connecticut. For further information regarding this application, please address your inquiry to (860) 721-2837 or by fax at (860) 721-2843.



**TOWN OF WETHERSFIELD
PLANNING AND ZONING COMMISSION PRE-APPLICATION AND
DESIGN REVIEW ADVISORY COMMITTEE REVIEW FORM**

Project Name _____

Property Address _____

Owner's Name _____

Address _____

Telephone _____ **Fax** _____

E-mail _____

Applicant/Agent Name _____

Address _____

Telephone _____ **Fax** _____

E-mail _____

Describe Proposed Activity including all exterior changes, landscaping, lighting with exterior materials, colors and details (attach a listing of materials on a separate sheet if necessary)

Name(s) of Design Team (Architects, Engineers, Designer)

Address _____

Telephone _____ **Fax** _____

E-Mail _____

**TOWN OF WETHERSFIELD
HISTORIC DISTRICT COMMISSION**
Application for
CERTIFICATE OF APPROPRIATENESS

OFFICE USE ONLY

OFFICE USE ONLY

Application No. _____

Date Received _____

Application is hereby made for the issuance of a CERTIFICATE OF APPROPRIATENESS for proposed work as described below and as shown on photographs and plans or drawings.

Address of Proposed Work _____

Applicant _____

Home Phone _____

Applicant's Address _____

Business Phone _____

Owner _____

Home Phone _____

Owner's Address _____

Business Phone _____

Agent or Contractor _____

Phone _____

Address _____

Type of building that the proposed work is to be done on: _____

APPLICATION FEE: \$25.00

THE FOLLOWING INFORMATION MAY BE REQUIRED (Please consult staff):

 Photographs/Manuf. Cut Sheets Plot Plan of Property Plans/Drawings of proposed work

EXPLANATION OF APPLICATION: _____

Signature of Applicant

OFFICE USE ONLY

OFFICE USE ONLY

() Referred to Historic District Commission for Public Hearing On _____

() Notice of Public Hearing published on _____

COMMISSION ACTION

() Application **TABLED**

() Application **APPROVED AS SUBMITTED**

() Application **DENIED**

() Application **APPROVED AS MODIFIED**

() Application **CONTINUED WITH
HEARING LEFT OPEN**

() Application **APPROVED WITH STIPULATIONS**

Date _____

Date _____

Signed _____

Signed _____

Clerk, Historic District Commission

Clerk, Historic District Commission

09/01/06

Application No. _____

Date Filed _____

APPLICATION FOR PERMISSION TO CONDUCT A
REGULATED ACTIVITY WITHIN AN INLAND WETLAND
OR WATERCOURSE AREA IN THE TOWN OF WETHERSFIELD

SECTION 1

1. Name of Applicant _____

Home Address _____

Business Address _____

Telephone No. _____

2. Applicant's interest in the property

/___/Owner /___/ Lessee /___/Lessor /___/Other _____

3. Name of Property Owner (if not applicant)

Home Address _____

Business Address _____

Telephone No. _____

(Attach a written, witnessed consent to the proposed activity by the owner, if applicant is not the property owner a written consent form from the owner to file the application.)

4. Name and address of licensed professional engineer, land surveyor, or architect as applicable.

Name

Address

5. Geographical location of the property detailed enough to allow identification of the property on the Inland Wetlands and Watercourses Map:

Specific Directions

(Use an additional sheet, if necessary, to draw a sketch showing the property in relation to surrounding roads.)

6. Purpose and description of activity for which authorization is requested.

a) Proposed activity will involve the following within an inland wetland or watercourse area (check appropriate box or boxes):

/___/alteration /___/construction /___/ deposition material

/___/pollution /___/ removal of materials

- b) Attach a general description of the proposal and identification of each regulated activity for which a permit is sought, including the nature and volume of material to be placed, removed, or transferred.
 - c) Attach a sketch showing location of proposed activity on property.
 - d) Please submit a detailed plan of the proposal, if available at this time.
 - e) Purpose of the proposed activity (i.e., addition to existing dwelling, new business, industrial park, etc.):
-
-

7. Names and addresses of adjacent property owners (or attach separate sheet).

8. The property to be affected by the proposed activity contains a:

/___/ swamp /___/ marsh /___/ bog /___/ lake or pond

/___/ stream or river /___/ flood plain

/___/ other regulated area; Describe _____

The undersigned states that under the penalties of false statement, the information supplied in the completed application is accurate, to the best of his knowledge and belief.

Signature of Applicant(s)

Date Application Filed

WARNING: An application that requires local inland wetlands approval may also be regulated by the federal government under the Clean Water Act which is administered by the United States Army Corps of Engineers under the 404 permit program. The responsibility for obtaining federal and/or state permits is a responsibility of the applicant as are any fines, penalties and delays due to the applicant's failure to seek permits or to question their applicability to the proposed activity.

Application No. _____
Date Filed _____

PETITION APPLICATION
REQUESTING A CHANGE IN THE REGULATIONS OR BOUNDARIES OF
AN INLAND WETLAND AREA IN THE TOWN OF WETHERSFIELD

Please fill in and return this form along with all maps, exhibits, etc., to the Engineering Division, Town Hall, 505 Silas Deane Highway, Wethersfield, Connecticut 06109.

1. Name of Petitioner _____
Home Address _____
Business Address _____
Telephone No. _____

2. Petitioner requesting change in

a.) /___/ regulations

b.) /___/ boundaries of an inland wetland area

3. If Box 2a is checked, proceed with the following:

a.) Cite section of regulation proposed for change:

b.) State how the proposed change is to read: _____

c.) Give reasons for change: _____

If Box 2b is checked, proceed with the following:

4. The applicant shall submit a 200 scale M.D.C. Topographical map showing the outline of the inland wetland as it now exists and as proposed by the petitioner.

a.) This property on which the boundary change is requested may be reached from

_____ (Street)

by proceeding (north) (east) (south) (west)

on Route No. _____ or _____

and the following specific directions:

b.) Lot number (or other designation) as shown on the Tax Assessor's Map (Zoning Map, Subdivision Map, etc.)

Specify map source _____

c.) Petitioner's Interest in the Property

/___/ Owner /___/ Lessee /___/ Lessor /___/ Other

d.) Full disclosure shall be made by the applicant or applicant's agent for a change of inland wetlands boundaries regarding the ownership of all parcels of land involved within the confines of any area under application for a change of inland wetland boundaries and the names of all parties having a legal or equitable interest therein. This disclosure shall be made at the time the application for hearing is submitted.

I hereby certify that the following list reflects the names of all parties owning or having a legal or equitable interest in the property/properties described in this application. Use additional sheets if necessary.

| Name | Address | Interest |
|-------|---------|----------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

e.) Names and addresses of abutting property owners
(Attach separate sheet).

5. The following information shall be supplied on a petition for a boundary change:

a.) Fifteen (15) copies of the existing inland wetlands map as noted
in Section 4 above.

b.) Soil sample data including a profile description of the soil done by a soil scientist duly
qualified in accordance with standards set by the Basic Qualifications, as outlined by the
Society of Soil Scientists of Southern New England, Certification Standards.

c.) Fifteen (15) boundary survey maps, scale 1"=40', 24"x36", certified by a land surveyor
registered in the State of Connecticut. These maps shall conform to the standards of
accuracy Class D of the Connecticut Association of Land Surveyors, Inc. and shall show the
following:

Petitioner's property with all existing water courses; abutting owners; and an accurate line
identifying the inland wetland boundary based on the latest Metropolitan District Geodetic
and Topographical Survey. Proposed lines shall be based on Connecticut Coordinate grid
and plotted to the nearest foot, northerly and easterly. These lines shall show distance and
bearing. Also shown shall be boring locations and relevant information supporting any
boundary change.

A filing fee in accordance with Fee Schedule (for cost of legal notices) is required at time of
filing the petition application with the Engineering Division.

The undersigned states that under the penalties of false statement, the information supplied
in the completed application is accurate, to the best of their knowledge and belief.

Signature of Applicant(s)

Date Application Filed

WARNING: AN APPLICATION THAT REQUIRES LOCAL INLAND WETLANDS APPROVAL MAY ALSO BE
REGULATED BY THE FEDERAL GOVERNMENT UNDER THE CLEAN WATER ACT WHICH IS ADMINISTERED
BY THE UNITED STATES ARMY CORPS OF ENGINEERS UNDER THE 404 PERMIT PROGRAM. THE
RESPONSIBILITY FOR OBTAINING FEDERAL AND/OR STATE PERMITS IS A RESPONSIBILITY OF THE
APPLICANT, AS ARE ANY FINES, PENALTIES, AND DELAYS DUE TO THE APPLICANT'S FAILURE TO SEEK
PERMITS OR TO QUESTION THEIR APPLICABILITY TO THE PROPOSED ACTIVITY.